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SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

≡ Agenda

# NOTICE

## CANCELLATION OF JULY 14, 2005 COMMISSION MEETING

THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, SCHEDULED FOR JULY 14, 2005, HAS BEEN CANCELLED.

DOCUMENTS DEPT.
AUG 16 2005
SAN FRANCISCO
PUBLIC LIBRARY

GREGG FORTNER, SECRETARY/ EXECUTIVE DIRECTOR

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SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

# NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, JULY 28, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

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## AGENDA
**July 28, 2005**

DOCUMENTS DEPT.
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SF
H65
#1
7/28/05

1. ROLL CALL

   *George R. Brown, President*
   *Betty J. Smith, Vice President*
   *Sululagi Palega, Sr., Commissioner*
   *Neola Gans, Commissioner*
   *Rev. Amos Brown, Commissioner*
   *Rev. George Woodruff, Commissioner*
   *Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - June 9, 2005 Commission Meeting
   - June 23, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

   - HOPWA Briefing by Department of Public Health

6. COMMITTEE REPORTS

   Diversity Committee – No Meeting
   Finance Committee – No Meeting
   Personnel Committee – No Meeting
   Development Committee – No Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A THREE-YEAR CONTRACT, WITH AN OPTION FOR UP TO FIVE YEARS, WITH FIRMS/ATTORNEYS FOR SERVICES TO BE PROVIDED ON AN AS NEEDED BASIS NOT TO EXCEED THE BUDGETED AMOUNT FOR LEGAL SERVICES FOR EACH FISCAL YEAR

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH VALLETTA CONSTRUCTION, INC. FOR SEWER REPLACEMENT AND REPAIRS AT CAL 1-16 ALEMANY, IN AN AMOUNT NOT TO EXCEED $100,482.50

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

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**RESOLUTION NO.** 5222

**DATE ADOPTED:** 7/28/05

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A THREE-YEAR CONTRACT, WITH AN OPTION FOR UP TO FIVE YEARS, WITH FIRMS/ATTORNEYS FOR SERVICES TO BE PROVIDED ON AN AS NEEDED BASIS NOT TO EXCEED THE BUDGETED AMOUNT FOR LEGAL SERVICES FOR EACH FISCAL YEAR**

**WHEREAS**, the Health and Safety Code, section 34279 authorizes the Housing Authority of the City and County of San Francisco ("SFHA") to employ its own counsel and legal staff; and

**WHEREAS**, the SFHA requires additional legal services to adequately defend its interest in various legal matters; and

**WHEREAS**, the SFHA sent out to bid a Request for Qualifications for various legal services; and

**WHEREAS**, a qualified panel experienced in public housing legal matters reviewed the RFQs and determined that all of the selected firms meet the qualifications stated in said RFQ; and

**WHEREAS**, the following firms have been selected to provide services in the following areas of legal practice:

- **Labor/Personnel**

  Cholakian & Associates
  Goldfarb & Lipman LLP
  Lafayette & Kumagai LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Rogers Joseph O'Donnell & Phillips
  Wiley Price & Radulovich, LLP

- **Construction/Real Estate**

  Goldfarb & Lipman LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Rogers Joseph O'Donnell & Phillips
  Wickwire Gavin LLP
  Williams, Pinelli & Cullen, LLP

- **Civil Rights/Constitutional Law**

  Cholakian & Associates
  Goldfarb & Lipman LLP
  Lafayette & Kumagai LLP
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Williams, Pinelli & Cullen, LLP

- **Tort Law/General Civil Litigation**

  Cholakian & Associates
  Goldfarb & Lipman LLP
  Lafayette & Kumagai LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Rogers Joseph O'Donnell & Phillips
  Wickwire Gavin LLP
  Williams, Pinelli & Cullen, LLP

- **Contract Law**

  Goldfarb & Lipman LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Wickwire Gavin LLP

- **Appellate Law**

  Goldfarb & Lipman LLP
  Lafayette & Kumagai LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Wickwire Gavin LLP

- **Federal Housing Law**

  Goldfarb & Lipman LLP
  Ballard Spahr Andrews & Ingersoll, LLP
  Nixon Peabody LLP
  Reno & Cavanaugh PLLC

- **Creditor's Rights**

  Goldberg, Stinnett, Meyers & Davis
  Lafayette & Kumagai LLP
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP

- **Affordable Housing**

  Ballard Spahr Andrews & Ingersoll, LLP
  Goldfarb & Lipman LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Reno & Cavanaugh PLLC

- **Administrative Law**

  Goldfarb & Lipman LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP;

**WHEREAS**, contract terms are to be negotiated with these firms on an as-need basis, subject to approval of individual contracts by this Commission and/or HUD, as may be required;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:**

1. The establishment of the list of qualified law practitioners available to represent the Housing Authority is hereby approved in the following areas of legal practice:

   a. Labor/Personnel
   b. Construction/Real Estate,
   c. Civil Rights/Constitutional Law,
   d. Tort Law/General Civil Litigation,
   e. Contract Law,
   f. Appellate Law,
   g. Federal Housing Law,
   h. Creditor's Rights,
   i. Affordable Housing, and
   j. Administrative Law.

2. The Executive Director, or his designee, is hereby authorized to meet and negotiate appropriate contract terms and enter into contracts for legal services with each of the firms listed above on an as-needed basis subject to approval of individual contracts by this Commission and/or HUD as may be required.

3. This resolution shall take effect immediately.

**APPROVED AS TO FORM AND LEGALITY:**

Donna Mart

**DONNA MARTIN**
**General Counsel**

**Date:** 7-22-05

**REVIEWED BY:**

**GREGG FORTNER**
**Executive Director/ Secretary**

**Date:** 7/22/05

A

# SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: JULY 22, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

FROM: GREGG FORTNER, SECRETARY/EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A THREE-YEAR CONTRACT, WITH AN OPTION FOR UP TO FIVE YEARS, WITH FIRMS/ATTORNEYS FOR SERVICES TO BE PROVIDED ON AN AS NEEDED BASIS NOT TO EXCEED THE BUDGETED AMOUNT FOR LEGAL SERVICES FOR EACH FISCAL YEAR

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## I. OVERVIEW

This resolution requests the Commission to authorize the Executive Director to enter into a three-year contract, with an option for up to a five years, with multiple Firms/Attorneys, for legal services on an as-needed basis for an amount not to exceed the budget for each fiscal year.

Pending approval by the U. S. Department of the Housing Urban Development ("HUD"), the Housing Authority and the selected firm(s)/attorney(s) will enter into a three-year agreement. At the end of the three-year term, the Authority may extend the agreement for an additional one-year option, not to exceed five years in the aggregate.[1]

## II. PROCUREMENT

### A. Overview

[1] In the event that HUD does not approve the Authority's request, by default this resolution approving the "As Needed" list will be for two years.

The procurement process for the action covered by this Resolution meets the procurement stands of 24 CFR 85.36 "Procurement," HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities," the San Francisco Housing Authority Procurement Policy Manual, the State of California and local laws.

The Authority issued a Request for Qualifications on May 2, 2005. The purpose of this solicitation was to obtain a list of pre-qualified law firms and solo practitioners who can provide legal services to the agency on an as-needed basis in the following areas:

1. Labor/Personnel,
2. Construction/Real Estate,
3. Civil Rights/Constitutional Law,
4. Tort Law/General Civil Litigation,
5. Contract Law,
6. Appellate Law,
7. Federal Housing Law,
8. Creditor's Rights,
9. Affordable Housing, and
10. Administrative Law.

The May 2, 2005, solicitation was issued with a due date for responses of May 31, 2005. The solicitation was advertised in the following media:

- The Recorder
- The City Outreach
- San Francisco Purchasing Website
- San Francisco Housing Authority Website.

The Request for Qualifications was also e-mailed directly to a number of firms/attorneys.

Fifteen proposals were received. The firms that responded to the solicitation were:

- Ballard Spahr Andrews & Ingersoll, LLP
- Cholakian & Associates
- Goldberg, Stinnett, Meyers & Davis
- Goldfarb & Lipman LLP
- Lafayette & Kumagai LLP
- Meyers, Nave, Riback, Silver & Wilson
- Nixon Peabody LLP
- Nossaman, Gunther, Knox & Elliott, LLP
- Preston, Gates and Ellis LLP
- Reno & Cavanaugh PLLC

- Rogers Joseph O'Donnell & Phillips
- Law Office of Valerie Mann
- Wickwire Gavin LLP
- Wiley Price & Radulovich, LLP
- Williams, Pinelli & Cullen, LLP

### B. Evaluation Process

Evaluations were conducted as follows:

**Part One**

The Contracts/Procurement Department for the Authority conducted a preliminary examination to determine whether the submissions were minimally responsive to the Request for Qualifications.

**Part Two**

Fifteen written submissions were evaluated and scored by a two-member review panel ("Panel").[2]

**Part Three**

Finally, the Panel interviewed thirteen[3] firms/attorneys and the interviewees were scored.

### C. Criteria

The oral and written evaluations were judged on the following criteria:

- Past experience in designated practice area: 0-50 points
- Capacity to provide necessary resources for matters assigned: 0-35 points
- MBE/WBE programs and resident hiring: 0-15 points

**TOTAL:** 100 points

[2] The Panel included the Director of Human Resources and an Attorney, both employees of the San Francisco Housing Authority.

[3] Due to calendaring conflicts, Preston, Gates and Ellis ("Preston") was not interviewed, but their written proposal was scored and ranked in the 75th percentile. Knowing the reputation of Preston, we are recommending it be put on the list pending the interview process. If Preston is then scored by the Panel and its total score (Written and Verbal) does not rank above the 75th percentile, they will be removed from the "As Needed" list.

**D. Selection**

Using a range of 0 (lowest) to 100 points (highest) for both the written submittals and the interviews, composite scores were arrived at for the thirteen firms interviewed. Firms scoring 75% or higher were selected within each legal specialty.

The following firms[4] are recommended based upon their scores (Written and Verbal) in their respective areas of expertise:[5]

- **Labor/Personnel**

  Cholakian & Associates
  Goldfarb & Lipman LLP
  Lafayette & Kumagai LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Preston, Gates, Ellis LLP
  Rogers Joseph O'Donnell & Phillips
  Wiley Price & Radulovich, LLP

- **Construction/Real Estate**

  Goldfarb & Lipman LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Preston, Gates, Ellis LLP
  Rogers Joseph O'Donnell & Phillips
  Wickwire Gavin LLP
  Williams, Pinelli & Cullen, LLP

- **Civil Rights/Constitutional Law**

  Cholakian & Associates
  Goldfarb & Lipman LLP
  Lafayette & Kumagai LLP
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Williams, Pinelli & Cullen, LLP

[4] All firms are listed in alphabetical order.

[5] Please note some firms, due to their broad areas of practice, are being recommended for more than one area of expertise.

- **Tort Law/General Civil Litigation**

  Cholakian & Associates
  Goldfarb & Lipman LLP
  Lafayette & Kumagai LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Preston, Gates, Ellis LLP
  Rogers Joseph O'Donnell & Phillips
  Wickwire Gavin LLP
  Williams, Pinelli & Cullen, LLP

- **Contract Law**

  Goldfarb & Lipman LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Wickwire Gavin LLP

- **Appellate Law**

  Goldfarb & Lipman LLP
  Lafayette & Kumagai LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP
  Wickwire Gavin LLP

- **Federal Housing Law**

  Goldfarb & Lipman LLP
  Ballard Spahr Andrews & Ingersoll, LLP
  Nixon Peabody LLP
  Reno & Cavanaugh PLLC

- **Creditor's Rights**

  Goldberg, Stinnett, Meyers & Davis
  Lafayette & Kumagai LLP
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP

Preston, Gates, Ellis LLP

- **Affordable Housing**

  Ballard Spahr Andrews & Ingersoll, LLP
  Goldfarb & Lipman LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Reno & Cavanaugh PLLC

- **Administrative Law**

  Goldfarb & Lipman LLP
  Meyers, Nave, Riback, Silver & Wilson
  Nixon Peabody LLP
  Nossaman, Gunther, Knox & Elliott, LLP

### E. References

Reference calls were made by the Panel members and were found favorable.

### F. Commitment

All firms expressed a desire to work closely with the San Francisco Housing Authority in meeting its legal needs.

All firms were allowed to submit "best and final offers" for price competitiveness, which included the option to submit blended rates. All "best and final" submissions by the firms were found to be competitive.

All the applicants met the Authority's criteria for legal services for each specialty area and will perform services on an as-needed basis.

Counsel will be assigned tasks on the basis of performance, availability of counsel, nature of the case, and cost of service.

## III. OBJECTIVE

The SFHA has an in-house legal staff that consists of a General Counsel, an Attorney and support staff. Many of the legal matters are handled in-house. Occasionally, outside legal assistance is needed and supervised by the Office of General Counsel and/or the Executive Director in areas where specialized legal knowledge and experience is essential. Accordingly, by having an "As Needed" list of approved attorneys, it will allow the Housing Authority to move quickly, efficiently and effectively as legal matters arise requiring outside expertise.

## IV. ANTICIPATED OUTCOMES

It is anticipated that outside legal expertise and services will assist the Authority to operate in an effective and efficient manner. The approval of an "As Needed" list will provide the resources to obtain the technical legal advice and assistance the Authority needs for new ventures and business relationships. It will also enable the Authority to secure effective legal representation when it is threatened with exposure to liability, or when it must make key decisions affecting its operations. The availability of outside counsel on an as-needed basis will allow for a breadth of experience in the defense of all types of claims, cases and will provide sufficient staffing and expertise to respond promptly and comprehensively to legal issues.

## V. WHO BENEFITS

The Residents and the Housing Authority will benefit from the professional services and advice of experienced and qualified legal counsel. The Authority will be able to operate effectively and efficiently with the advice of competent counsel in their respective field(s) of expertise. This will result in timely, educated legal decisions saving the Authority money, which can be used to provide the Residents safe, decent, and sanitary housing.

## VI. BUDGET CONSIDERATIONS

Funding has been budgeted from operating funds for legal services.

## VII. RESIDENT HIRING

As the contract requests services on an "as-needed" basis, resident hiring will be determined on a situational basis.

## VIII. MBE/WBE PARTICIPATION

Each firm is committed to promoting the goals of MBE/WBE and all firms outlined in their proposals programs that provide opportunities for minorities and women.

## IX. RECOMMENDATION

The staff recommends that the Board approve this resolution.

# RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF:

DATE Submitted to OGC:

FROM:

SUBJECT:

## APPROVALS

**1. FINANCE**

Virgilio E. Chua for H Lum

Herb Lum, Budget Manager

Date 7/22/05

**6. HOUSING DEVELOPMENT**

h

Barbara Smith, Administrator

Date

**2. BUDGET**

Signature

Date 7/22/05

As of 6/30/05
FY 2005 BUDGET BALANCE = $99,413

Dollar Amount

100 - 413002 - 000000 - 510 - 000

Account No.

**3. PROCUREMENT**

Rene Latosa, Deputy Administrator, BASS

Date 7/22/05

**7. OTHER**

Date

**4. ADMINISTRATIVE SERVICES**

Michael Roetzer, BASS Administrator

Date

**8. OFFICE OF GENERAL COUNSEL**

Donna Martin, Managing Attorney

Date 7-22-05

**5. EXECUTIVE OFFICE**

Naja Boyd, Deputy Executive Director

Date 7/22/05

**9. EXECUTIVE OFFICE**

Gregg Fortner, Executive Director

Date

RESOLUTION NO. 5223
ADOPTED 7/28/2005

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH VALLETTA CONSTRUCTION, INC. FOR SEWER REPLACEMENT AND REPAIRS AT CAL 1-16, ALEMANY, IN AN AMOUNT NOT TO EXCEED $100,482.50**

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**WHEREAS,** The San Francisco Housing Authority publicly advertised Solicitation No. 05-620-IFB-012 for Sewer Replacement and Repairs at CAL 1-16 Alemany; and

**WHEREAS**, Valletta Construction, Inc. submitted the lowest responsive and responsible bid of $100,482.50 to provide for Sewer Replacement and Repairs at CAL 1-16 Alemany; and

**WHEREAS**, these services are necessary to protect the health and welfare of residents and to preserve the Authority's real property investment; and

**WHEREAS**, funding is available through the HUD 2003 Bonus Capital Fund Program; and

**WHEREAS**, the procurement process for those actions covered by this resolution meet the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and State of California and local laws; and

**WHEREAS**, all additional relevant documents submitted by the low bidder have been reviewed and found to be in order; and

**WHEREAS**, Valletta Construction, Inc. will meet the Resident Hiring requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:**

1. The Executive Director is authorized to enter into a contract with Valletta Construction, Inc. for Sewer Replacement and Repairs at CAL 1-16 Alemany, in an amount Not-To-Exceed $100,482.50.
2. This resolution shall take effect immediately.

**APPROVED AS TO FORM AND LEGALITY: REVIEWED BY:**

Donna Martin
DONNA MARTIN, General Counsel

Date: 7-22-05

GREGG FORTNER, Executive Director

Date: 7/22/05

B

# SAN FRANCISCO HOUSING AUTHORITY

440 Turk St., San Francisco CA, 94124

DATE: July 28, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH VALLETTA CONSTRUCTION, INC. FOR SEWER REPLACEMENT AND REPAIRS AT CAL 1-16 ALEMANY, IN AN AMOUNT NOT TO EXCEED $100,482.50**

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## OVERVIEW

This resolution authorizes the Executive Director to enter into a contract with Valletta Construction, Inc. for Sewer Replacement and Repairs for Buildings 2 and 3 at Cal 1-16 Alemany. The two-story Alemany buildings were constructed in 1955 and contain 6 family dwelling units each. The buildings were constructed over a streambed and a poorly compacted dump resulting in the settling of some buildings and other improvements.

The sewers at Buildings 2 and 3 have been failing due to the settling and breakage of both, the private and public sewer system. These sewers serve both as sanitary sewers and as site drainage. Recently the City's Department of Public Works (DPW) responded to a request from the Housing Development and Modernization Department and repaired the public section of the failing sewer system. Due to the failure of the private sewer system the paved areas next to Buildings 2 and 3 continue to flood during the rainy season. It is important to replace sections of the Authority owned sewer line and to level the concrete patios to prevent further rear yard flooding and possible sewer back-ups in the occupied units.

## OBJECTIVES

The objective of the resolution is to authorize the Executive Director to enter into a contract to replace site sewer lines serving 2 buildings, add and replace cleanouts, install new catch basins and replace all concrete paving affected by the work at the back side of Buildings 2 and 3.

Work under this contract will generally include, but not be limited to, the following:

a. Demolition of existing 1300 sq ft of concrete paving, existing 223 feet of sanitary sewer, 3 catch basins and 2 cleanouts.
b. Replace 223 feet of 5" sanitary sewer with new 6" PVC sanitary sewer.
c. Install new manhole at public sewer junction.
d. Replace cleanouts and fresh air vent and install 1 new cleanout.
e. Replace the concrete paving.
f. Test the whole system.

## ANTICIPATED OUTCOMES

Replacing the failing sewer system will greatly improve the overall physical condition of the buildings. In winter months rear yard paved areas flood and residents must enter their units on temporary wood bridges. Leveling the concrete pavement and improving the site drainage will prevent further outdoor flooding during the rainy season. The improvements will also preserve the Authority's real property investment. Valletta Construction, Inc. will provide a two-year guarantee for materials and workmanship in accordance with Authority standards.

## WHO BENEFITS

Public housing residents will benefit from improved and safer living conditions. They will no longer have to skirt flooded areas to enter the rear doors of their homes during the rainy season. The capital improvements will benefit the Authority's real property assets and add to the longevity of the structure. The project will also provide employment for public housing residents under the resident hiring requirements. By hiring residents, Valletta Construction, Inc. is helping to create a pool of qualified residents for future work on similar Authority construction projects.

## PROCUREMENT

The Authority issued Solicitation No. 05-620-IFB-012 on April 19, 2005, following review and approval of the solicitation by the Finance and Procurement & Contracts (Procurement) Departments. The procurement process for the action covered by this resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws.

The Housing Development & Modernization Department (HD& Mod) developed the Invitation for Bid documents, Plans, and Specifications based on master procurement documents furnished by Procurement and construction documents (drawings and technical specifications) furnished by the Authority's Engineering consultant, Lee Incorporated. The documents were reviewed and approved by Procurement prior to the start of the bid process.

The Authority advertised for bidders and outreached to potential bidders as follows:

**Past Bidders List, Contractors Blue Book & Yellow Pages**: The Authority e-mailed, faxed or mailed its Invitation for Bid advertisement to two-hundred (200) individual contractors from the Authority's Past Bidders List, the Contractors Blue Book and Telephone Directory Yellow Pages.

**HRC:** The Authority e-mailed, faxed or mailed its Invitation for Bid advertisement to forty-seven (47) MBE/WBE contractors listed by the San Francisco Human Rights Commission.

**Labor Unions:** The Authority mailed its Invitation for Bid Documents, Plans & Specifications to the:

- San Francisco Building and Construction Trade Council
- Local 38, Plumbers Union
- Local 300, Area 580, Plaster and Cement Masons Local

Following the bid walk, staff contacted the Larry Lee, Business Agent for Local 38 to enlist his support and encourage more bidders.

**Newspapers:** The Authority publicly advertised its Invitation for Bid advertisement in the following newspapers:

- Daily Pacific Builder, (Trade publication)
- San Francisco Bay View, (African American Community)
- Sing Tao Daily, (Asian American Community)
- The Sun Reporter, (African American Community)

- **Additional Newspapers**: The Authority e-mailed its Invitation for Bid advertisement to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:

- El Latino (Hispanic American community),
- El Reportero (Hispanic American community),
- Asian Week (Chinese American community),
- Chinese Times (Chinese American community),
- San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
- San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

**Public Agency Websites**: The Authority e-mailed its Invitation for Bid advertisement to the following agencies who placed the advertisement in their website bulletin boards:

- City and County of San Francisco (City Purchasing Department),
- California State Contracts Register (Office of Small Business Certification and Resources),
- Small Business Administration's PRO-Net (Office of Government Contracting & Minority Enterprise Development).
- U.S. Department of Commerce's BIDNET (Minority Business Development Agency)

**Builders Exchanges**: The Authority sent its Invitation for Bid Documents, Plans & Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:

- San Francisco Builders Exchange,

- Peninsula Builders Exchange,
- Builders Exchange of Alameda County,
- Santa Clara Builders Exchange,
- Contra Costa Builders Exchange,
- BV2HP Builders Exchange,
- MECA Builders Exchange (member base composed of small DBE, M/WBE firms),
- Marin Builders Exchange,
- Construction Data Plan Room.

Nine (9) potential bidders requested the Invitation for Bid documents, Plans and Specifications that were issued by HD& Mod. The on-site bid walk was conducted by HD& Mod on May 5, 2005. In attendance were two (2) contractors along with the Consultants, and Authority staff members.

**BIDDER SELECTION PROCESS**

On the closing date for the solicitation, May 31, 2005, the Authority received bids from two (2) responsive contractors. The bid documents were publicly opened and read aloud. The submittal documents were reviewed by HD& Mod and forwarded to Procurement for review and approval to prepare this resolution. The Contractors' bids are as follows:

**RESPONSIVE BID PROPOSALS**

| Bidder | Bid Proposal | 25% Resident Hiring | Contractor MBE/ WBE | Sub Contractors | MBE/WBE Sub Contractor % of Total Job | Total MBE/ WBE |
|---|---|---|---|---|---|---|
| Valletta Construction, Inc. | $100,482.50 | Yes | Yes | Two | 25% | 100% |
| M. Hernandez Construction, Inc. | $109,900 | Yes | Yes | Four | 21% | 100% |

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive, and responsible bidder. Based on the above, the lowest, responsive, and responsible bidder is Valletta Construction, Inc. Valletta Construction bid is seven point eight (7.8%) percent lower than the cost estimate.

According to the reference check on past projects performed by Valletta Construction, Inc. the firm is a responsible contractor with a good record. They have performed similar contracts for other public agencies such as San Francisco's DPW: Third Street and Carrol Street sewer replacement, Third Street water and sewer lines, Stockton and Powell Street sewer replacement, Anza Street sewer replacement and San Francisco Airport taxiway storm drains. A debarment check was made and shows that Valletta Construction, Inc. is not debarred from Federal Procurement and Non-Procurement work.

**BUDGET CONSIDERATION**

The sewer replacement work is funded in the Year 2003 Bonus Capital Fund Program budget.

**RESIDENT HIRING**

Valletta Construction, Inc. is committed to exceeding the 25 percent resident hiring goal on this job. The Contractor estimates that it will take about 640 hours to complete the project, of which a minimum 160 hours will be resident hire employment. The Contractor plans on hiring one resident apprentice laborer and up to two residents for plumber trainee positions.

**MBE/WBE PARTICIPATION**

Valletta Construction, Inc. is an MBE firm. Both of their sub-contractors are also MBE firms listed by the Human Rights Commission.

**RECOMMENDATION**

Staff recommends approval of this Resolution.

(Edda Piccini, Robert Dahlstrom and Barbara Smith)

## Dahlstrom, Bob

**From:** Dahlstrom, Bob
**Sent:** Monday, July 18, 2005 11:26 AM
**To:** Roetzer, Michael; Latosa, Rene; Lum, Herb
**Cc:** Smith, Barbara; Martin, Donna; Owens, Julissa; Leroy, Gerald; Mulios, Terry; Ilalio, Lima; Tang, Elizabeth; Piccini, Edda
**Subject:** Resolution Approval Alemany Sewer Repair

**Importance:** High

Mike, Rene and Herb:
Attached is a Resolution to award a construction contract to replace and repair sewer lines at Alemany. Please vote by the end of the day.

Resolution Alemany Sewer 7.28....

Bob Dahlstrom
Deputy Administrator
Housing Development & Modernization Department
San Francisco Housing Authority
1815 Egbert Ave.
San Francisco, CA 94124
Tel.: 415.715.3215
Fax.: 415.715.3243

**Tracking:**

| Recipient | Read | Response |
|---|---|---|
| Roetzer, Michael | Read: 7/19/2005 8:26 AM | Approve: 7/19/2005 8:35 AM |
| Latosa, Rene | Read: 7/18/2005 11:52 AM | Approve: 7/18/2005 11:54 AM |
| Lum, Herb | Read: 7/18/2005 11:37 AM | Approve: 7/19/2005 8:07 AM |
| Smith, Barbara | | |
| Martin, Donna | Read: 7/18/2005 11:38 AM | |
| Owens, Julissa | Read: 7/18/2005 11:43 AM | |
| Leroy, Gerald | Read: 7/18/2005 11:27 AM | |
| Mulios, Terry | | |
| Ilalio, Lima | Read: 7/18/2005 12:25 PM | |
| Tang, Elizabeth | Read: 7/18/2005 12:29 PM | |
| Piccini, Edda | Read: 7/18/2005 11:43 AM | |

## Dahlstrom, Bob

**From:** Tang, Elizabeth
**Sent:** Monday, July 18, 2005 12:36 PM
**To:** Dahlstrom, Bob
**Cc:** Lum, Herb
**Subject:** RE: Resolution Approval Alemany Sewer Repair

Bob,

The funding is CFP 2003 Bonus.

Liz

-----Original Message-----
**From:** Dahlstrom, Bob
**Sent:** Monday, July 18, 2005 11:26 AM
**To:** Roetzer, Michael; Latosa, Rene; Lum, Herb
**Cc:** Smith, Barbara; Martin, Donna; Owens, Julissa; Leroy, Gerald; Mulios, Terry; Ilalio, Lima; Tang, Elizabeth; Piccini, Edda
**Subject:** Resolution Approval Alemany Sewer Repair
**Importance:** High

Mike, Rene and Herb:
Attached is a Resolution to award a construction contract to replace and repair sewer lines at Alemany. Please vote by the end of the day.

<< File: Resolution Alemany Sewer 7.28.05.doc >>

Bob Dahlstrom
Deputy Administrator
Housing Development & Modernization Department
San Francisco Housing Authority
1815 Egbert Ave.
San Francisco, CA 94124
Tel.: 415.715.3215
Fax.: 415.715.3243

# RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: July 28, 2005

DATE Submitted to OGC:

FROM: Barbara Smith, Administrator, Housing Development and Modernization

Prepared by: Robert Dahlstrom, Deputy Administrator

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH VALLETTA CONSTRUCTION, INC. FOR SEWER REPLACEMENT AND REPAIRS AT CAL 1-16, ALEMANY, IN AN AMOUNT NOT-TO-EXCEED $100,482.50**

## APPROVALS

**1. FINANCE**

Approved by e-mail

Herb Lum, Budget Manager

Date 7/19/05

**5. OFFICE OF GENERAL COUNSEL**

Donna Martin, Managing Attorney

Date

**2. BUDGET**

Approved by e-mail

Signature Lisa Tang

Date 7/18/05

**6. HOUSING MANAGEMENT**

Signature

Date

**3. PROCUREMENT**

Approved by e-mail

Rene Latosa, Deputy Administrator

BASS

7/18/05

**4. ADMINISTRATIVE SERVICES**

Approved by e-mail

Michael Roetzer, BASS Administrator

Date 7/19/05

**7. EXECUTIVE OFFICE**

Gregg Fortner, Executive Director

Date 7/22/05

# HOUSING AUTHORITY
# OF THE
# CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, July 28, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, July 28, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:05 p.m.

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega Sr., Commissioner (arrived at 4:14p.m.)*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner (arrived at 4:18p.m.)*
*Rev. George Woodruff, Commissioner (arrived at 4:06p.m.)*
*Irene Yee Riley, Commissioner*

ABSENT:
A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
*Ms. Donna Martin, General Counsel*

2. APPROVAL OF AGENDA

Commissioner Gans moved to approve the agenda. Vice President Smith seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Mr. Fortner noted that a portion of the minutes for the June 9, 2005 Commission meeting were questioned. A transcription of that part of the meeting was provided to the Commission as an attachment to the minutes of June 9, 2005.

Vice President Smith moved to approve the minutes of June 9, 2005. Commissioner Gans seconded the motion. The motion to approve the minutes of June 9, 2005, was unanimously passed.

Vice President Smith moved to approve the minutes of June 23, 2005. Commissioner Gans seconded the motion. The motion to approve the minutes of June 23, 2005, was unanimously passed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the first items in the Commission's folders were the Commission Request Log, the Lease Up Report and the Shooting Incident Report. Next, was a publication announcing the fall NAHRO Conference. Mr. Fortner asked the Commissioners to inform staff of whether they were interested in attending. Last was the confidential envelope that contained the Legal Litigation Report and information pertaining to Item 11A.

Commissioner Woodruff asked if the information on the Shooting Incident Report was provided by police officers. Mr. Fortner stated that the information comes directly from police reports.

President G. Brown asked if he was reading the Lease-Up report correctly, and there were only seven available units. Mr. Fortner replied that the seven units had undergone rehabilitation and were ready for occupancy. For the other 225 units, staff is waiting to identify people, and then the units would be prepared. Naja Boyd, Deputy Executive Director, clarified that the vacant and available units were already completed and ready for occupancy. There were seven of those. The other units are categorized as make-ready units and were being worked on. Make-ready units were vacant, but not ready for occupancy. MOD stood for Modernization and these were 51 units that required more than $6,000 in repairs. President G. Brown asked if there were 45 units damaged by fire. Ms. Boyd answered yes.

Commissioner Woodruff asked if Ms. Boyd had any idea of when the units would be available. Ms. Boyd replied that it is a dynamic process and every week the vacate crew has a list of units they work on. As the different crafts complete their tasks the units become available. As many as ten units, would be ready by the end of the week. Mr. Fortner added that an average of 60 units become vacant every month.

President G. Brown said that there seemed to be more interviews for the units and asked if more people were becoming interested in the units. Ms. Boyd said that a lot of letters are sent and 25% of the letters sent are responded to. Mr. Fortner said that a lot of the vacancies are in the Southeast sector and many of those interviewed do not want to rent in that area.

President G. Brown commented that there hadn't been many fatalities in the month of June according to the Shooting Incident Report. Mr. Fortner said that the report was cumulative from January 2005 through the present. There was a fatality on Saturday, in Sunnydale. It was a non-resident. This was the first homicide in the Southeast sector since January 1, 2005.

Commissioner Palega asked if there was still police patrol in Sunnydale. Mr. Fortner answered that there was police patrol for 12 hours a day in Sunnydale. Commissioner Palega said that

there was a lot of activity in Sunnydale and people are timing it so that they are present when the police aren't.

President G. Brown asked if Sunnydale was one of the developments patrolled by the community police. Mr. Fortner answered yes and said that the community policing effort is at Sunnydale, Potrero, Hunter's View, Westbrook, and the Hunter's Point area.

Commissioner Palega asked if it were possible to have scattered hours with the police force. Mr. Fortner said that the police were asked to flex their hours. Mr. Fortner said that a representative from the community police would be asked to attend the next Commission meeting to report on their efforts.

5. REPORT OF SECRETARY

Mr. Fortner introduced and welcomed John Tandis of the HOPWA program, to address the Commission with an overview of their program and distribute any corresponding material. Mr. Tandis stated that he was the Program Manager for the Department of Public Health's AIDS housing wait list. He explained that the housing wait list acted as a referral agency for several city housing providers who have housing slots for clients with HIV. Their system was based on enrollment and was chronological. The client's enrollment date is when the client would get chosen for housing. About 30 clients are housed per year. In previous years, about 100 clients were housed in a year. Virtually all clients want subsidies although there are a variety of housing types. There are some congregate housing, high-level care, specific program based housing, and senior housing. Currently there are about 2,500 active clients and 1,000 inactive clients that have the option to reactivate their applications at any time. Mr. Tandis stated that their program worked very closely with case managers, social workers and community advocates to navigate their clients through the system. They don't offer direct services, but city agencies are used for that purpose. A call-in number is available to the clients 9a.m. – 5p.m., Monday through Friday. Mr. Tandis stated that the report detailed interactions with the housing wait list. The chart was not of placement, but rather of who called in. The first two sections were based on race and ethnicity and the latter section was categorized by zip code. Mr. Tandis said that just like many housing programs in the country, they are waiting for more funding to help house their clients.

Commissioner A. Brown asked if 37.4% of the 2,500 active cases referred were African-American. Mr. Tandis answered no. The chart was a unit of service monitor, so for the past year, it reflected interactions with the housing wait list. It did not reflect total numbers or placement. Commissioner A. Brown stated that he would like to know the profile of the 2,500 active cases. Mr. Tandis said that he could get that information for the Commission.

President G. Brown asked if the statistics presented were from only this year. Mr. Tandis answered that the information covered July 1, 2004 through July 1, 2005.

Vice President Smith asked where the organization was located. Mr. Tandis answered 101 Grove Street within the Department of Public Health. Vice President Smith stated that she didn't

really understand and wanted to know if they operated a facility to care for people with HIV. Mr. Tandis answered no. Their organization served as a referring agency for clients who enroll on the list and are HIV positive and low income. They do not provide any direct services. Mr. Fortner explained that the role of the SFHA was similar to the Section 8 program, but it is targeted for people who have HIV or AIDS.

Commissioner A. Brown said that it would be helpful to know more information about the referrals and how many are really placed and where.

Commissioner Gans asked how many referring agencies there were. Mr. Tandis said that they were the central referring agency and they use case management services. The majority of the clients contact DPH directly, but also have the option to use various agencies.

Vice President Smith said that when this came up two months ago, she understood that there would be different places throughout the city. Mr. Tandis replied that to his knowledge, that was not the case. Tony Ucciferri, Acting Administrator for Section 8 addressed the Commission. Mr. Ucciferri explained that the referrals the SFHA receives from the housing wait list are there for the SFHA to issue tenant based subsidies. Recipients are able to go anywhere in San Francisco and find a place to live, just like a Section 8 voucher. The SFHA does not actually find them a place to live. Within the scope of the housing wait list referral agencies, there are about 15-20 different types of housing such as high or low level of care, deep or shallow rent subsidies, etc. that draw names from that wait list. The SFHA uses it strictly for its relationship with the HOPWA program as administered for the San Francisco Redevelopment Agency. That purpose is a tenant based program.

Commissioner A. Brown asked if the SFHA does not help find the people a place to live, then what is your purpose. Mr. Ucciferri answered that the SFHA provides the subsidies, inspects the units, and performs income certifications for families that are certified. The SFHA has a partnering agency that administers a program on behalf of the Redevelopment Agency called Catholic Charities. Catholic Charities does the social services side of the HOPWA referral process and walks the participants through the process. Commissioner A. Brown said that his concern was that there was equitable and fair access referrals and treatment of people who have AIDS in this city.

Mr. Fortner asked Mr. Tandis to explain how participants get into the system for an opportunity to take advantage of the HOPWA program. Mr. Tandis answered that their system was currently closed and they do not have open enrollment right now. When it is open, there is a public forum and there are various ways people are asked to submit applications. Everyone who qualifies as being low income, HIV positive, and a San Francisco resident is put on the list. Then the housing providers contact the Redevelopment Agency and let them know how many slots they have available for housing. The Redevelopment Agency goes down its list to refer clients for housing. Mr. Fortner asked what kind of outreach was done to get people on the list when it was open. Mr. Tandis said that they advertise in newspapers, attend community groups, and it is a

fairly long process comparable to the Section 8 Program. Mr. Fortner asked if the list was closed now due to a lack of resources. Mr. Tandis said exactly.

Commissioner Woodruff asked where the majority of their funding had come from in the past. Mr. Tandis answered that the funding was exclusively HOPWA and the funding to run the wait list are general fund monies. Mr. Fortner added that HOPWA comes from HUD. Commissioner Woodruff asked if HUD had cut their funding. Mr. Tandis replied that there are a variety of factors that have caused no movement in housing. The good news is that HIV is a manageable disease now. In the past death had been a traditional loss of their client base. Another factor is that the Section 8 list is closed and that also impacts their program. A third factor was that there is an increase in rents in the city and the subsidies are flat funded meaning they get the same amount every year. Therefore the housing programs are unable to take on additional clients because they are folding in some of that money to maintain the existing subsidies.

Commissioner Woodruff asked what the resident zip codes represent. Mr. Tandis answered that those are interactions with the housing wait list. It gives an idea of where the client base is.

Commissioner Riley asked if the number of placements decreased because of a lack of available housing. Mr. Tandis answered yes as well as the factors he explained in response to Commissioner Woodruff.

Commissioner A. Brown asked what the Redevelopment Agency's relationship with the HOPWA money was. Mr. Tandis answered that they work with agencies funded by HOPWA. Commissioner A. Brown asked if the money was used for the care facilities. Mr. Tandis answered yes. Commissioner A. Brown commented that there was one in the Western Addition on Eddy Street that was supposed to go to that indigenous community and it did not. At this point that community did not know the track record of that agency in terms of the servicing of that community. While it was mentioned that things had leveled off in the treatment of people who have AIDS, that is not a fact of reality for African-Americans. Commissioner A. Brown said he thinks this needed to be looked at very closely. The incidents of AIDS in the African-American community, especially among females, had gone up to nearly 20%. One of the complaints has been that there has not been equal, fair, and equitable treatment, services and access. So, if the SFHA is in any way engaged, it has the moral responsibility to make sure that everyone is getting their fair share. And it won't happen unless it is monitored.

Mr. Fortner asked if the Department of Public Health had a similar board as the Commission or council. Mr. Tandis answered yes. Mr. Fortner suggested that the SFHA reach out to DPH to have an interagency working group between the two Commissions to address these issues. President G. Brown asked if a letter would be sent to request a meeting between the boards. Mr. Fortner answered that it could be an ad hoc committee appointed at his discretion and the SFHA would contact their Commission Secretary to set something up.

Mr. Fortner continued in the Secretary's Report and invited Juan Monsanto to address the Commission regarding the color scheme of Robert B. Pitts as requested by Commissioner A.

Brown. Mr. Fortner said that Commissioner A. Brown said that the color scheme was drab and livelier colors could add to the quality of life for the residents. Therefore, the SFHA went to the residents with some options.

Mr. Monsanto, Manager of Planning for the Housing Development and Modernization reported that in the last two to three months, staff had been meeting with residents of the Robert B. Pitts community to assist in revitalizing their development. Mr. Monsanto said that there is a contract with CJ Painting to revitalize the colors, abate the mold and repair some elements of the building. One of the most exciting elements of this contract is that it has led to different opportunities including the interior painting of the community center by the same company, at no cost and a possible partnership with Levi Strauss to paint the main courtyard behind the office building. The second most outstanding issue is that through three meetings, the residents have developed a color scheme that they all agree with. Color swatches were taken to the community and were viewed indoors as well as outdoors. The residents chose to stay within the blue and green hues. Mr. Monsanto then passed around an example of what the buildings would like after being painted. The residents wanted a darker color for the doors because of its usage. One of the residents' concerns about the existing colors was that they looked very washed out. Mr. Monsanto said that this was a result of exposure to the various weather elements. They were also concerned about the building being repaired and that the buildings were not painted the same color throughout. As a result, staff and the residents developed a scheme that painted each building in different hues and gave each its own identity. The residents were very willing to cooperate and had done so in the last three months.

Commissioner A. Brown stated that based on the research he reviewed, green and blue were calmer and warmer, but red was confrontational and unsettling. Commissioner A. Brown said that he wouldn't put any red in the color scheme at all because that area is confrontational, has a lot of violence and negativity going around. Mr. Fortner said that staff would go back to the residents and express his views, however because of the partnership with the residents and them choosing the colors, staff wants to make sure that the residents have input into any final decisions. Commissioner A. Brown reiterated his point and said that the SFHA is ultimately responsible for doing what is best for the common good. To ignore modern research of what goes into making an inviting, civil, loving community doesn't make sense. Mr. Fortner said that their concerns would be voiced to the residents and the Commission would be addressed concerning this issue at a later date.

President G. Brown asked if that was a red color depicted on the example. Mr. Monsanto said that it was a sort of rose color and showed the actual color.

Mr. Fortner then brought everyone's attention to the two awards received from the San Francisco Business Times Real Estate Deals of the Year honoring North Beach Place as one of the best affordable residential resident projects and the best community impact. This award is a prestigious acknowledgement among the real estate industry for outstanding work throughout the Bay Area. The jurors, the people who selected the winners, recognized the hard work of the

developers and the SFHA investing and ensuring that North Beach became a true addition to the community.

Commissioner Woodruff asked if the competition was nationwide. Mr. Fortner answered no, only the Bay Area.

Mr. Fortner announced that one of the SFHA residents was honored on a national level at the National Organization of African Americans in Housing Conference in Cleveland. Mr. Eddie Kittrell was named resident of the year. Mr. Kittrell thanked staff for their part in him winning the award and recognizing the work that they did. Mr. Fortner said that Mr. Kittrell was especially honored for his work done with voter registration in public housing around the country.

Lastly, Mr. Fortner introduced Charles Francis, the new Finance Director for the SFHA. Mr. Francis served as the Finance Director with the cities of Tracy and Indian Wells, California and most recently worked overseas as an independent contractor, including Iraq. He planned and instituted finance policies and core functions of service delivery to the new and evolving governments in Turkey and the Middle East.

President G. Brown asked for an update on the resident custodian situation. Mr. Fortner said that he would send the Commission a written update on the custodians as well as other budget challenges to be discussed in closed session at the next Commission meeting.

6. COMMITTEE REPORTS

***Diversity Committee***
No report.

***Finance Committee***
No report.

***Personnel Committee***
No report.

***Development Committee***
No report. Mr. Fortner said that a Development Committee meeting would be held before the next Commission meeting.

President G. Brown said that he had spoken with some of the Commissioners and found out that they would like to serve on some of the Committees. President G. Brown then appointed Commissioner A. Brown to the Diversity Committee. Commissioner Riley was appointed as chair of the Personnel Committee and Commissioner A. Brown would also serve on this committee. President G. Brown asked that if any of the other Commissioners would like to sit on the Personnel Committee to let him know.

7. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel stated there was nothing to report and no closed session.

8. TENANT REPRESENTATIVE REPORT

***City Wide Council - Senior/Disabled***

*William Vitalie, President of the City Wide Council – Senior/Disabled* read from the HUD Regulations 96, 4.11. "HUD promotes resident participation and the active involvement of residents in all aspects of the housing authority's overall mission and operation." Mr. Vitalie stated that the resident custodian situation is a perfect example of how this had not been followed. It would have been wonderful if the residents had been involved in coming up in some budgetary solutions. Mr. Vitalie said that they did not want to lose their live-in resident custodian because they are of great need and help to them. A person with an emergency card to call numbers is not adequate to protect the residents.

***Public Housing Tenants Association (PHTA)***
*Kimberley Hill-Brown, President of PHTA* reported that PHTA supported North Beach in submitting a grant for technology funding for the computer learning center. Also, the PHTA supported Alice Griffith in submitting their grant for a resident coordinator and supportive services. To date, four sites had successfully completed tenant association or RMC elections. They were Holly Courts, Hayes Valley, Hunter's View and Alice Griffith. Westbrook, Alemany, North Beach, and Hunter's Point A West have upcoming elections scheduled. Out of all 18 sites, 16 have elections due. The goal is to have them completed by November of this year. Two resident leadership trainings are in August. Ms. Hill-Brown said that she had been meeting with the residents of Hunter's View all day and hopefully she will have some good news to report soon.

President G. Brown requested that a list of appointments to the Committees be mailed to the Commissioners. President G. Brown then appointed Commissioner Gans to the Personnel Committee, Vice President Smith as an alternate and Commissioner Riley was appointed an alternate to the Development Committee.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on agenda items.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5222

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A THREE-YEAR CONTRACT, WITH AN OPTION FOR UP TO FIVE YEARS, WITH FIRMS/ATTORNEYS FOR SERVICES TO BE PROVIDED ON AN AS NEEDED BASIS NOT TO EXCEED THE BUDGETED AMOUNT FOR LEGAL SERVICES FOR EACH FISCAL YEAR

Tim Larsen, Attorney in the Office of General Counsel presented the resolution. Mr. Larsen reported that on May 2, 2005, the SFHA issued an RFQ to the general public requesting legal services in labor, construction, civil rights, tort law, contract law, appellate law, federal housing law, creditor's rights, affordable housing and administrative law. All bids were to be submitted by May 31, 2005. The solicitation was advertised in the Recorder, a legal trade paper, the city outreach San Francisco Purchasing website, and SFHA website. On June 2, 2005 the bids were opened and a total of 15 applicants had been received. A committee was assembled to review the written proposals and interview the prospective firms. Of the 15 bids received, 14 firms were interviewed. The panel was comprised of himself and the director of Human Resources. Mr. Larsen stated that the two of them scored their written proposals and oral presentations. Each candidate could score a possible 400 points and they were ranked according to their percentage score. All firms achieving the 75% threshold or higher were recommended. The memorandum to the resolution detailed all the recommended firms, their areas of expertise, scores and rate sheets. Best and final offers were requested from the firms and some revised their hourly rates to be lowered. Mr. Larsen stated that the as needed list is necessary to allow the SFHA to expeditiously and effectively deal with all legal matters and stem off the possibility of future litigation. Reduced costs would benefit the SFHA and residents as the SFHA would be more equipped to provide safe, decent and sanitary housing. Mr. Larsen concluded that staff recommended the approval of the resolution.

Commissioner A. Brown moved to approve Resolution No. 5222. Commissioner Woodruff seconded the motion. The motion to approve Resolution No. 5222 was unanimously passed.

Resolution No. 5223

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH VALLETTA CONSTRUCTION, INC. FOR SEWER REPLACEMENT AND REPAIRS AT CAL 1-16 ALEMANY, IN AN AMOUNT NOT TO EXCEED $100,482.50

Barbara Smith, Administrator for Housing Development and Modernization, presented the resolution. Ms. Smith stated that the resolution authorizes the Executive Director to enter into a

contract with Valletta Construction, Inc. for Sewer Replacement and Repairs for buildings 2 and 3 at Alemany. The two-story Alemany buildings were constructed in 1955 and contain 6 family dwelling units each. The buildings were constructed over a streambed and a poorly compacted dump resulting in the settling of some buildings and other improvements. The sewers at Buildings 2 and 3 have been failing due to the settling and breakage of both, the private and public sewer system. These sewers serve both as sanitary sewers and as site drainage. Recently the City's Department of Public Works (DPW) responded to a request from the Housing Development and Modernization Department and repaired the public section of the failing sewer system that had caused a sink hole. Due to the failure of the private sewer system the paved areas next to Buildings 2 and 3 continue to flood during the rainy season. It is important to replace sections of the Authority owned sewer line and to level the concrete patios to prevent further rear yard flooding and possible sewer back-ups in the occupied units.

The contract would replace site sewer lines serving the two buildings, add and replace cleanouts, install new catch basins and replace all concrete paving affected by the work at the rear side of Buildings 2 and 3. The work would include: demolition of existing 1300 sq. ft. of concrete paving, existing 223 feet of sanitary sewer, three catch basins and two cleanouts; replace 223 feet of 5" sanitary sewer with new 6" PVC sanitary sewer; install new manhole at public sewer junction; replace cleanouts and fresh air vent; install one new cleanout; replace the concrete paving; and test the whole system.

Ms. Smith stated that replacing the failing sewer system would greatly improve the overall physical condition of the buildings. In winter months rear yard paved areas flood and residents must enter their units on temporary wood bridges. Leveling the concrete pavement and improving the site drainage will prevent further outdoor flooding during the rainy season. The improvements would also preserve the Authority's real property investment. Valletta Construction, Inc. will provide a two-year guarantee for materials and workmanship in accordance with Authority standards.

The residents would benefit by not having to deal with the flooding or possible sewage backup. Up to two residents would be hired for this job and contribute to a future pool of qualified residents for similar jobs and one would be referred to the apprenticeship program.

The Authority issued the solicitation on April 19, 2005, following the review and approval of the solicitation by the Finance and Procurement & Contracts (Procurement) Departments. The Housing Development & Modernization Department developed the Invitation for Bid documents, Plans, and Specifications based on master procurement documents furnished by Procurement and construction documents (drawings and technical specifications) furnished by the Authority's engineering consultant, Lee Incorporated. The documents were reviewed and approved by Procurement prior to the start of the bid process. The typical advertising outreach was employed. Nine potential bidders requested the Invitation for Bid documents, Plans and Specifications that were issued. The on-site bid walk was conducted on May 5, 2005 and two contractors were in attendance. On the closing date for the solicitation, May 31, 2005, the Authority received bids from two responsive contractors. The bid documents were publicly opened and read aloud. The

submittal documents were reviewed by Housing Development and Modernization and forwarded to Procurement for review and approval to prepare this resolution. Velleta Construction was the low bidder, an MBE firm with MBE subcontractors. The Valletta Construction bid was seven point eight (7.8%) percent lower than the cost estimate.

According to the reference check on past projects performed by Valletta Construction, Inc. the firm is a responsible contractor with a good record. They have performed similar contracts for other public agencies such as San Francisco's DPW: Third Street and Carrol Street sewer replacement, Third Street water and sewer lines, Stockton and Powell Street sewer replacement, Anza Street sewer replacement and San Francisco Airport taxiway storm drains. A debarment check was made and showed that Valletta Construction, Inc. is not debarred from Federal Procurement and Non-Procurement work.

Ms. Smith stated that they had a core crew of six laborers and Alfred Ramirez from Valleta Construction was present. The sewer replacement work is funded in the Year 2003 Capital Fund Program budget. Valletta Construction, Inc. is committed to exceeding the 25 percent resident hiring goal on this 30-day job. The Contractor estimates that it will take about 640 hours to complete the project, of which a minimum 160 hours will be resident hire employment. The Contractor plans on hiring one resident apprentice laborer that could participate in the apprenticeship program. Ms. Smith concluded stating that staff recommended approval of the resolution.

Commissioner Palega commented that it was stated that two people would be hired, but only one would enter the apprenticeship program. Commissioner Palega asked what was going to happen with the other individual. Ms. Smith responded that the apprenticeship program for laborers is optional. Commissioner Palega asked what was the other position that an individual would be hired in. Ms. Smith answered that the other possible position was a trainee position.

President G. Brown quoted the document saying that it would be a plumber's trainee position. Ms. Smith replied that it was actually a laborer's position and that was an error in the memorandum. Ms. Smith stated that this type of work falls under the laborer's jurisdiction and is work that is done with contractors under the laborer's union. President G. Brown stated that he questioned that, and didn't know how anyone could think that laying pipe and plumbing was laborer's work. Mr. Ramirez came forward to address the Commission. He stated that all of the work in San Francisco with the Public Utilities Commission, the City of San Francisco, BCP, and PVC, etc. is done by laborers. Commissioner Palega asked if a plumber would be supervising. Mr. Ramirez answered no and it is not required. They would not be connecting black iron pipe or galvanized pipe. President G. Brown asked why the Plumber's Union was contacted by the SFHA. Mr. Ramirez answered that they made a mistake. Ms. Smith reiterated that this was an error in the memo and the Labor's Union was contacted, not the Plumber's Union. President G. Brown said that the memo read that following the bid walk, they contacted Larry Lee of Local 38 and asked if all this was a mistake. Ms. Smith responded that during the solicitation process the Plumber's Union might have been contacted in error.

Commissioner Palega asked if there was problem at Bernal when laborers did a sewage line out there. Commissioner Palega stated that he recalled the plumbers filing a protest against the SFHA because the laborers were laying pipe. Commissioner Palega asked for the specific type of pipe that would be laid. Ms. Smith answered that she didn't recall any problems with the Plumber's Union regarding Bernal, but she would look into it. Mr. Fortner asked the contractor to answer the specifics of the technical question. Mr. Ramirez said that this type of work had been given to the laborers for a long time. The plumbers had filed a protest but were defeated and it remained laborers work. The type of plumbing to be put in is PVC Schedule 80. Mr. Fortner added that extensive outreach was performed as usual, but the SFHA still only received two bids. If it was a Plumber's contract job, no plumbers bid on it. Mr. Fortner noted that the bids were very close and those qualified to do the work, bid on the contract. President G. Brown said that this was not necessarily so and bids could be received from companies that did not specialize in the field of solicited work.

President G. Brown then stated that Larry Lee was no longer a part of the Plumber's Union. Ms. Smith confirmed that staff was aware of that.

Commissioner Palega asked about the apprenticeship program participation being optional and whether long-term work would be sought for the resident. Ms. Smith stated that this was a 30-day job where the contractor was committed to exceeding the workforce hours. Commissioner Palega asked if it were not the SFHA's intent to get the resident on the labor roll to ensure long-term employment opportunities. Ms. Smith stated that the SFHA would hope that he remained employed with the company if they have additional work and is in the laborer's union. Mr. Fortner said that staff would work with Ms. Armstrong to make sure that any resident in the apprenticeship program will get any benefits to get into the union.

President G. Brown asked what phase of the work was being subcontracted. Mr. Ramirez answered that the listed company was Synergy and this company would perform the concrete replacement. Vicker's Sawing would be sawing the concrete. President G. Brown asked the contractor if he was aware that the prevailing wages for concrete work was different than laborer's work and wanted to make sure that they would not be paid the wrong wages. Mr. Ramirez said that the subcontractor would have his own masons and signed a binding contract to pay the prevailing wage.

Commissioner Woodruff moved to approve Resolution No. 5223. Commissioner A. Brown seconded the motion. The motion to approve Resolution No. 5223 was passed by a majority vote. Commissioner Palega opposed.

President G. Brown expressed concern about the contractor stating that he had no control over whether the subcontractors paid the prevailing wage and wanted to know if the SFHA monitors wage payments. Mr. Fortner answered that the SFHA has labor compliance monitoring for all contracts to make sure that all prevailing wages are paid. Mr. Fortner asked Rene Latosa, Director of Procurement, to provide more information. Mr. Latosa stated that for all Federal jobs, the contractor must provide certified invoices. That is when the SFHA checks whether they

are paying the prevailing wage rates. An inspector looks at it and the Procurement Department checks it. Contractors are not going to pay less than the prevailing wage because it is in the solicitation and they could get debarred and not ever have a job involving Federal funds at all.

Commissioner Palega asked how many contractors had been found in violation of that provision. Mr. Latosa answered that he was unsure. Commissioner Palega asked that the issue be researched. Mr. Latosa agreed to do so.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

*Micah McLorin* addressed the Commission and stated that he had been working as the Managing Health Educator for the Health and Environmental Resource Center in the Bay View Hunter's Point area. As such, they had worked with the Food Pantry in the Alice Griffith development under the control of Christina Neal. Mr. McLorin stated that he has started a program in apartment number 10 of the Alice Griffith development, at the request of Ms. Neal. The program focuses on diabetes, asthma, and men's prostate health. Mr. McLorin stated that he had left a folder containing his qualifications with Mr. Fortner. He stated that they were asking for sanction that his program operate out of apartment 10 on Cameron Way.

*Leslie Clark* asked that the resident custodians not be removed from the senior and disabled developments. A letter had been received from the SFHA stating that up to $500 a month would be paid for a person to serve as an observer. Mr. Clark stated that they do not need that, but rather someone who would be an assistant that is readily available. Mr. Clark said that at a previous meeting, one of the Commissioners stated that he didn't understand how this could be happening and they agree with that sentiment.

*John Dorsey* stated that there are a lot of scared people in his building because they are constantly in the process of having floods and fires. His apartment had flooded on the previous Friday. When he called the emergency maintenance line, water was poring through the electrical outlets in the kitchen, and he was told that he had to call back after 8:00 a.m. Mr. Dorsey informed her that it was an emergency and the operator told him that she couldn't help him. Mr. Dorsey said that public relations needed to be done with the answering service to not ignore the tenants. He said that he was reporting for non-English speaking tenants and was told that he could not do that and many people are scared. Mr. Dorsey addressed Commissioner A. Brown directly stating that he was very proud that he was an original member of the United Stated Air Force Academy. Mr. Dorsey held and respected his certificate of family service received when he was 19 years old. He also had family service and mental health certificates from the City of San Francisco and went on to describe other accreditations. Mr. Dorsey concluded that he couldn't agree more that it was absurd to put billions into more atomic research when people need housing and food.

*Jackie Sachs* stated that she wanted to echo the points of Mr. Vitalie and others against removing the resident custodians. Ms. Sachs made the point that to become a monitor in the building for $500 a month could detrimentally affect the social security benefits of tenants with the loss of

housing and health care. Ms. Sachs also asked when the cameras would be installed in the senior buildings to deal with crime expeditiously and with hard evidence. Ms. Sachs stated that she wanted to see the Commission hold a joint meeting with the San Francisco Police Commission.

*Antionette Garner* expressed concerns with the staff at 1815 Egbert in the Section 8 Department. She has had problems with her rent being paid, getting through to a person because voice mailboxes are full, and the lack of concern to help. Ms. Garner said that she had taken extensive notes throughout this process and has talked with other residents who have had the same problems. Documents are being lost that were generated by staff and tenants are being asked to get them. Ms. Garner stated that she felt she was being retaliated against for her effort to solve the issues that she is having. She went through the chain of command beginning with her case-worker all the way to Tony Ucciferri, but no one is trying to help. Ms. Garner said that she has continually submitted paperwork, but they are trying to cancel her voucher for not properly reporting documentation. Ms. Garner said that she didn't understand the conduct of the staff and thought it serious enough for someone to address it.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner Gans commended Joyce Armstrong for gathering together a children's chior to open the NARHO Conference.

14. ADJOURNMENT

There being no further business to come before the Commission President G. Brown adjourned the regularly scheduled meeting of July 28, 2005, at 5:36 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown

George R. Brown, President

# SAN FRANCISCO HOUSING AUTHORITY

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# NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, AUGUST 11, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

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## AGENDA
**August 11, 2005**

1. ROLL CALL

   *George R. Brown, President*
   *Betty J. Smith, Vice President*
   *Sululagi Palega, Sr., Commissioner*
   *Neola Gans, Commissioner*
   *Rev. Amos Brown, Commissioner*
   *Rev. George Woodruff, Commissioner*
   *Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - July 28, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

   - HARRG Insurance Presentation
   - Independent Auditor's Report FY2004

6. COMMITTEE REPORTS

   Diversity Committee – No Meeting
   Finance Committee – Report on Meeting of August 9, 2005
   Personnel Committee – No Meeting
   Development Committee – Report on Meeting of August 8, 2005

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE SAN FRANCISCO HOUSING AUTHORITY'S GENERAL LIABILITY INSURANCE AND EXECUTE A PURCHASE ORDER FOR PAYMENT TO THE HOUSING AUTHORITY RISK RETENTION GROUP IN AN AMOUNT NOT TO EXCEED $1,187,966.00

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AN EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT WITH THE DEVELOPMENT TEAM OF RIDGEPOINT NON-PROFIT HOUSING CORPORATION, THE JOHN STEWART COMPANY, AND DEVINE & GONG INC. FOR THE REVITALIZATION OF THE CAL 1-18(3), HUNTERS VIEW PUBLIC HOUSING SITE

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F. W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000.00

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A Closed session is scheduled with the Executive Director and Agency Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation.

15. RECONVENING OF COMMISSION MEETING

16. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

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**DATE:** August 4, 2005

**TO:** **SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS**

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

**FROM:** Gregg Fortner, Secretary/Executive Director

**SUBJECT:** RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE SAN FRANCISCO HOUSING AUTHORITY'S GENERAL LIABILITY INSURANCE AND EXECUTE A PURCHASE ORDER FOR PAYMENT TO THE HOUSING AUTHORITY RISK RETENTION GROUP IN AN AMOUNT NOT TO EXCEED $1,187,966.00

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**OVERVIEW:**

The San Francisco Housing Authority's ("the Authority") commercial general liability insurance coverage is up for renewal for the 2005-2006 policy period with the Housing Authority Risk Retention Group ("HARRG").

Pursuant to Section 305, Part Two of the Annual Contributions Contract dated August 27, 1964, as amended between the Housing Authority and City and County of San Francisco and the U.S. Department of Urban Development ("HUD"), the Authority is required to insure its interest against risks associated with its particular type of operation.

In the 1980s when the Authority solicited insurance coverage from the private sector the market had hardened, making it virtually impossible to obtain the necessary coverage. In 1987, the Office of Finance and Budget at HUD issued a bid waiver letter to Housing Authority Insurance Group ("HAIG") that reads, "Public Law 101-507 and Federal regulations waive bidding

requirements of the Annual Contributions Contract for any PHA that joins as a policyholder for the period of time the PHA remains a member of the program." During that same year, the Authority, by Resolution No. 3006, accepted membership into HARRG. The Authority has maintained a relationship with HARRG for the past eighteen years. Finally, HUD Directive Number 965.205, states that public housing authorities may acquire insurance from non-profit insurance groups without fulfilling the competitive bidding requirements of the HUD Handbook 7460.8.

**OBJECTIVE:**

The objective is to obtain general liability insurance coverage for the 2005-2006 policy period that is most advantageous and affordable for the Authority.

**PRESENT SITUATION:**

The coverage limits specified in the HAARG renewal policy for 2005-2006 are as follows:

| COVERAGE | PER OCCURRENCE LIMIT | AGGREGATE LIMIT | DEDUCTIBLE |
|---|---|---|---|
| Property Damage and Bodily Injury | $5 million | $5 million | $25,000.00 |
| Law Enforcement | $1 million | $1 million | $25,000.00 |
| Public Official's Errors and Omissions | $1 million | $2 million | $50,000.00 |
| Non-Owned & Hired Automobile | $1 million | $1 million | $0 |
| Employee Benefit | $25,000.00 | $50,000.00 | $1000.00 |
| Lead Based Paint | $500,000.00 | $500,000.00 | $25,000.00 |
| Employment Practice | $1 million | $1 million | $50,000.00 |

The coverage limits and deductible amounts are the same as last year, and the premium quoted for the 2005-2006 policy year is $37,983.00 less than the premium HARRG quoted last year. Additionally, HAARG, upon renewal, will be paying the Housing Authority a dividend of $33,646.65 making the **Authority's total savings for liability insurance $71,629.65.**

**WHO BENEFITS:**

The SFHA and its residents benefit from having insurance to insulate it from potential liability claims, which may have a negative impact on its operating funds.

**BUDGET:**

Funding for this year's insurance coverage is available as part of the Authority's 2005-2006, Low Income Operating Budget and Section 8 Budget.

**RECOMMENDATION:**

It is recommended that the Authority renew its general liability coverage with the Housing Authority Risk Retention Group for the 2005-2006, policy period.

# RESOLUTION - ROUTING SLIP

| | |
|---|---|
| FOR COMMISSION MEETING OF: | |
| DATE Submitted to OGC: | FROM: OGC |

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE SAN FRANCISCO HOUSING AUTHORITY'S GENERAL LIABILITY INSURANCE AND EXECUTE A PURCHASE ORDER FOR PAYMENT TO THE HOUSING AUTHORITY RISK RETENTION GROUP IN AN AMOUNT NOT TO EXCEED $1,187,966.00

## APPROVALS

**1. FINANCE**

~~Herb Lum, Budget Manager~~ Charles D. Francis

Date 8/8/05

**6. HOUSING DEVELOPMENT**

Barbara Smith, Administrator

Date

**2. BUDGET**

Signature

Date 8/8/05

$1,187,966 - X

Dollar Amount

100 - 451007 - 000000 510 000 - 90%
441 451007 - 000000 510 000 - 10%

Account No.

**3. PROCUREMENT**

René Latosa, Deputy Administrator, BASS

Date

**7. OTHER**

Date

**4. ADMINISTRATIVE SERVICES**

Michael Roetzer, BASS Administrator

Date 8.8.01

**8. OFFICE OF GENERAL COUNSEL**

Donna Martin, Managing Attorney

Date

**5. EXECUTIVE OFFICE**

Naja Boyd, Deputy Executive Director

Date

**9. EXECUTIVE OFFICE**

Gregg Fortner, Executive Director

Date

RESOLUTION NO.: 5224
DATE ADOPTED: 8/11/2005

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE SAN FRANCISCO HOUSING AUTHORITY'S GENERAL LIABILITY INSURANCE AND EXECUTE A PURCHASE ORDER FOR PAYMENT TO THE HOUSING AUTHORITY RISK RETENTION GROUP IN AN AMOUNT NOT TO EXCEED $1,187,966.00

WHEREAS, Section 305, Part Two of the Annual Contributions Contract dated August 27, 1964, as amended, between the Housing Authority of the City and County of San Francisco ("the Authority") and the U.S. Department of Housing and Urban Development ("HUD") requires the Authority to insure its interest against risks associated with its particular type of operations; and

WHEREAS, Congress enacted a law entitled Risk Retention Amendments of 1986 ("the Act"), codified at 15 U.S.C., sections 3901-3906, authorizing the formation of risk retention groups by governmental entities such as Public Housing Authorities ("PHAs") to cover liabilities associated with such risks; and

WHEREAS, the HUD Appropriations Act recognized "the Act" by permitting PHAs to secure insurance for non-profit insurance entitles that are controlled and owned by PHAs without regard to competitive solicitation procedures; and

WHEREAS, the Housing Authority Risk Retention Group ("HARRG") is a nationwide insurance provider meeting the requirements of the HUD Appropriations Act; and

WHEREAS, HUD Directive Number 965.205 allows public housing authorities to acquire insurance from non-profit insurance groups without fulfilling the competitive bidding requirements of the HUD Handbook 7460.8; and

WHEREAS, the Authority, by Resolution No. 3006, dated May 28, 1987, accepted membership into HARRG for the provision of general liability; and

WHEREAS, the Authority's policy is due to expire on October 1, 2005; and

WHEREAS, payment for this coverage is $1,187,966.00; and

WHEREAS, funding for the 2005-2006 coverage is available as part of the Authority's 2005-2006 Low Income Operating and its Section 8 budgets;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY FOR THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is hereby authorized to renew coverage with the Housing Authority Risk Retention Group for general liability insurance, in an amount not to exceed $1,187,966.00.

2. This resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin
DONNA MARTIN
General Counsel

August 8, 2005
DATE

REVIEWED BY:

GREGG FORTNER
Executive Director

8/8/05
DATE

B

# *SAN FRANCISCO HOUSING AUTHORITY*

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**DATE:** August 11, 2005

**TO:** **SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS**

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

**FROM:** Gregg Fortner, Secretary / Executive Director

**SUBJECT:** **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AN EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT WITH THE DEVELOPMENT TEAM OF RIDGEPOINT NON-PROFIT HOUSING CORPORATION, THE JOHN STEWART COMPANY, AND DEVINE & GONG INC. FOR THE REVITALIZATION OF THE CAL 1-18(3), HUNTERS VIEW PUBLIC HOUSING SITE**

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**OVERVIEW**

This resolution provides the Executive Director with authorization to negotiate an Exclusive Negotiating Rights Agreement ("ENRA") with the development team of Ridgepoint Non-Profit Housing, the John Stewart Company, and Devine & Gong Inc. (the "Developer") and begin planning for the revitalization of the Hunters View property. The Authority received a very strong Statement of Qualifications from this team in response to a Request For Qualifications(RFQ) to Develop on Authority-Owned Land. Combined, they have extensive experience developing housing, working with the Bayview Hunters Point community and leveraging financing for affordable housing.

Hunters View is considered to be one of the most severely distressed of the Authority's housing developments as it inadequately houses the residents, requires disproportionately large amounts of operating funds to maintain, and creates a blight in the community. With this proposed Commission authorization for the Executive Director to negotiate an ENRA, the Authority has an opportunity to begin plans to revitalize Hunters View and develop between 500 and 600 units of mixed-income housing, including one-for-one replacement housing for the public housing units. If after several months, the ENRA negotiations are successful, the Executive Director will return to the Commission for approval to execute the ENRA and to begin negotiations on a DDA along with other related documents.

## OBJECTIVES

Work under this time period will generally, but not be limited to, the following:

1) Develop a Revitalization Plan that will provide one-for-one replacement of all public housing units and add additional affordable and homeownership units, if feasible;
2) Improve the living conditions for the Hunters View residents;
3) Enhance the surrounding community; and
4) Increase the supply of housing for the City.

The ENRA, upon Commission review and approval, would spell out certain objectives of the Authority and:

1) Permit both parties to fully determine the feasibility of the proposed project;
2) Commence the environmental review processes; and
3) Set forth the parties' understanding of the major terms and conditions to be included in a subsequent Disposition and Development Agreement ("DDA") between the Authority and the Developer, including roles and responsibilities, financing and compensations.

## ANTICIPATED OUTCOMES

1) Identify better housing opportunities for public housing residents at Hunters View, other public housing developments and San Franciscans;
2) Identify the best utilization of a property that can accomodate a higher density development;
3) Leverage the Authority land with private equity, private mortgage financing and expertise to create additional housing;
4) Expand the supply of assisted and homeownership housing;
5) Promote income mixing by assuring access for lower income families to higher income families (100 percent of median income) housing;
6) Provide early credit repair and loan qualification programs thereby ensuring equal access to homeownership housing;
7) Promote income mixing by subsidizing access to competitively priced homes with the Homeownership Section 8 Voucher Program for lower income households; and
8) Provide some compensation to the Authority to be used for the improvements of other public housing sites and other affordable housing purposes.

## WHO BENEFITS

Hunters View and other public housing residents, and qualifying households will benefit from participation in the development process, resident hiring, new up-dated housing, amenities, and overall improved quality of life. Bayview Hunters Point and San Francisco will benefit from a completely revitalized Hunters View community with new public and additional affordable housing, and improved community resources. The Authority will benefit from one-for-one replacement of a severely distressed public housing development and maximizing other housing opportunities on the site.

## BACKGROUND

The poorly designed Hunters View development, with obsolete systems and infrastructure, inadequately houses residents, requires disproportionately large amounts of operating funds to maintain, and creates a blight in the community:

1) Constructed in 1956, the Authority had to demolish four of the most dilapidated and isolated buildings in the 1980's and to mothball eight units that could not be made habitable;
2) Recently, the Authority determined that two more units must be demolished due to extensive sewer, erosion and fire damage problems;
3) Three survey documents record severe physical distress at the site: the 1991 Comprehensive Physical Improvement Needs Assessment, the 1992 Hunters View Modernization Assessment and the 1992 Lead Based Paint Testing and Investigation Report;
4) There is extensive site settlement and soil erosion that has cracked and clogged sewer lines, which frequently results in raw sewage collecting on-site, oozing in public areas and play yards, and backing up into units;
5) The integrity of the building envelope is diminished causing water leaks, dry rot and weakening of the foundations and footings;
6) The obsolete electrical system is a potential fire hazard, fails to meet current code and is completely insufficient for current households' electrical needs;
7) Old galvanized plumbing is extremely deteriorated;
8) There are currently no accessible units at Hunters View and the buildings cannot support required Section 504 upgrades as currently configured;
9) Large open spaces are not defensible and building placement does not allow eyes on the street; and
10) There is an absence of on-site community facilities, private yards, courtyards or secured play areas.

As a gateway to the Hunters Point neighborhood and the Hunters Point Shipyard, this site has tremendous potential for revitalization that will provide a safe and healthy environment for public housing residents and households with a mix of incomes while improving the neighborhood:

1) Create a traditional San Francisco neighborhood of approximately 500-600 units by providing replacement public housing and adding moderate to market rate family and homeownership units as attached townhouses and flats, to replace the existing low-density barracks style housing;
2) Build a diverse revitalized community with a mixture of incomes and tenancy, including first-time homebuyers, that lessens the existing concentration of poverty and is accessible for residents of all ages and physical abilities;
3) Preserve the existing Hunters View community by fully engaging residents in planning, implementation, and oversight of all revitalization activities, including relocation, re-occupation, screening criteria and mitigating circumstances;
4) Provide personalized community and supportive services that will enable residents to improve their lives and fully benefit from the dynamic improvements arising from the Hunters View and adjacent Bayview Hunters Point Plan; and arising from this revitalization, act as a catalyst by providing additional affordable housing choices in a community of inflated housing costs; and
5) Benefit a surrounding community in transition by acting providing an opportunity to keep current Bayview Hunters Point residents in the area with additional affordable housing choices for neighborhood residents at risk of displacement.

**RFQ PLANNING AND PROCUREMENT**

| | |
|---|---|
| Jun 15, 2002 | Physical Needs Assessment completed for all Authority properties |
| Mar 27, 2003 | Executive Director "Town Hall" meeting: federal budget impact on Authority, and mention of "development opportunities on low density sites" |
| Apr 18-May 23 | Executive Director and staff meetings establish a process to determine interest in development on Authority-Owned Land by non-profit and for-profit developers in a "HOPE VI" approach to revitalization.<br>• 1 for 1 replacement of public housing units.<br>• Any increase in units could include revenue-producing units or commercial spaces, which would provide income to the Authority.<br>• Revitalization could involve all, or a part of, a development site or sites.<br>• Additional units could be City's inclusionary units.<br>• Resident hiring, Davis-Bacon wages, and other Authority policies apply.<br>• The Authority has only land and residents, but no funds to contribute. |
| May 30, 2003 | A Draft RFP circulated to Goldfarb & Lipman and CSG Advisors for comments |
| Jun 23, 2003 | Draft RFP changed to a Draft RFQ to encourage greater participation from the development community consistent with HUD 24 CFR 941.602(d)(1) that states that with the development of public housing units using mixed-finance development methods, "the PHA may select a partner using competitive procedures for qualifications-based procurement." |
| Jun 25, 2003 | Council of Community Housing Organizations Meeting: Report on RFQ |
| July 16, 2003 | Comprehensive Housing Affordability Strategy: Report on RFQ |
| July 30, 2003 | Council of Community Housing Organizations Meeting: Report on RFQ |
| Jul 28, 2003 | RFQ Evaluation Plan |

Jul 28, 2003 RFQ Submittal to Authority Contracts and Procurement Department for Approval to Solicit

The procurement process for the action covered by this Resolution meets the procurement standards of:

1) 24 CFR 941.602(d)(1) of the Code of Federal Regulations (the "Code") that states with the development of public housing units using mixed-finance development methods, "the PHA may select a partner using competitive procedures for qualifications-based procurement (subject to negotiation of fair and reasonable compensation, including Total Development Cost and other applicable cost limitations)".
2) HUD Mixed-Finance Training Materials dated February 2000, that states that a RFQ is "a written solicitation for competitive proposals in which price need not be requested in the RFQ or used as an evaluation factor; instead technical qualifications are reviewed and the PHA enters into negotiations with the top ranked firm".
3) 24 CFR 85.36 of the Code that states "Grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section"
4) The Authority's Procurement Policy and Procedures, dated September 2001, which states in Chapter 10.1 C. HOPE VI Mixed Finance Development Procurement of Developer, that "When the Authority is in the process of procurement of a developer, the Mixed Finance Development Rule in 24 CFR 941 addresses the necessary HUD requirements.

In an RFQ process, the highest (qualification-based) ranked firm is selected, subject to the subsequent negotiation of fair and reasonable compensation. If an agreement cannot be reached, the Authority will negotiate with the next highest-ranked firm, and so on, until a fair and reasonable price is obtained.

The Authority issued a Request For Qualifications to Develop on Authority-Owned Land on July 28, 2003 with a submittal due date of September 30, 2003. The detailed Schedule of RFQ Activities is attached as Exhibit 1. Outlined below is a summary of the planning steps leading up to the issuance of the RFQ and outreach while the RFQ was advertised.

**SOLICITATION PROCESS**

Pre-approval of this RFQ document and process was obtained from Authority Executive and Senior Management prior to advertisement. The Housing Development and Modernization Department developed this specific RFQ document based on the Authority's master procurement documents prepared by the Procurement and Contracts Department, with input from the Authority's financial advisor, CSG Advisors, and real estate counsel, Goldfarb & Lipman. The Procurement and Contracts Department reviewed and approved the documents prior to the start of the RFQ process.

Solicitation 03-620-RFQ-029 was issued on August 11, 2003. Announcement of the RFQ was made to the City Outreach Services and was put on the web sites for the Authority, the City, and the Small Business Administration. The notice of the RFQ was published in the San Francisco Chronicle/Examiner, Daily Pacific Builder, Sing Tao Daily, and the San Francisco Bay View. In addition, the RFQ packet and information regarding the RFQ was distributed as outlined below:

Aug – Sept 2003 Summary of distribution of RFQ Advertisement and Executive Summary

- 139 Community-Based Organizations
- 16 Faith-Based Organizations
- 68 Government Organizations
- 61 Non-Profit Developers
- 15 For-Profit Developers
- 38 Architects/Engineers/Consultants/Contractors

| | |
|---|---|
| Aug 6, 2003 | Commission Finance Committee Meeting: Extend due date to Sep 30, 2003 |
| Aug 11, 2003 | E-mail distribution of RFQ Advertisement and Executive Summary to 101 individuals and organizations |
| Aug 11, 2003 | Start distribution of RFQ Document, with a total of 63 direct transmittals |
| Aug 13, 2003 | Comprehensive Housing Affordability Strategy Meeting: Report on RFQ |
| Aug 14, 2003 | RFQ Documents distributed to Commission |
| Aug 20, 2003 | Public Information Meeting at 440 Turk Street, with 24 participants |
| Aug 27, 2003 | Council of Community Housing Organizations Meeting: Report on RFQ |
| Sept 2003 | Site tours for various sites, as requested by potential responders |
| Sept 30, 2003 | RFQ Due Date |

**RFQ RESPONSE**

| | |
|---|---|
| Responses Received by RFQ Due Date: | 11 Organizations |
| Unsolicited Responses after RFQ Due Date: | 2 Organizations |

**RESPONSES BY SITE**

| | |
|---|---|
| Family Sites described in RFQ: | 15 Developments |
| Family Sites with Responses: | 11 Developments |
| Senior Sites described in RFQ: | 3 Developments |
| Senior Sites with Responses: | 3 Developments |

The Authority received one Statement of Qualifications for the comprehensive revitalization of Hunters View from a well qualified development team based on an assessment by staff of the Authority, the Mayor's Office of Housing and the Redevelopment Agency. This development team comprises Ridgepoint Non-Profit Housing, The John Stewart Company, and Devine & Gong, Inc. Combined, they have extensive experience developing housing, working with the Bayview Hunters Point community and leveraging financing for affordable housing. The

Authority also received a Statement of Qualifications from Habitat for Humanity to build some homes on a portion of this site for first-time homebuyers. This organization may be considered for incorporation into the overall revitalization plans, if feasible.

## EVALUATION PROCESS

In conformance with the Authority's Procurement Procedures Manual, an Evaluation Panel individually reviewed the written Statement of Qualifications. At the same time, staff checked the references provided by each firm and provided the results to the Evaluation Panel members. Each respondent was scored against the criteria given below. The results were summarized and the teams were ranked. The Evaluation Panel then invited the highest ranking responding firm for oral interviews. After the interviews, the Evaluation Panel prepared a final evaluation and scoring to acknowledge the development team as qualified to enter into ENRA negotiations based on their outstanding qualifications.

| | |
|---|---|
| Oct 2003 | Authority review RFQ written responses for completeness and responsiveness |
| Nov 2003 | Executive Director establish Evaluation Panel for RFQ written responses |
| Dec 2003 | Evaluation Panel training on Evaluation Criteria and scoring |
| March 2004 | Executive Director letter of acknowledgement to RFQ responders |
| May 2004 | Evaluation Panel review of RFQ written responses |
| May 2004 | Authority tabulation of Evaluation Panel scores for RFQ written responses |
| Sept 2004, Oct 2004, Jan 2005, Feb 2005, March 2005 | Hunters View resident meetings on revitalization potential and Developer Selection process |
| July 2005 | Evaluation Panel interview and final scoring of Developers |

## EVALUATION CRITERIA

Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The evaluation criteria are based on the Authority's standards for Request for Qualifications questions and weighting contained in the Authority's Procurement Procedures Manual. The Director of theProcurement and Contacts Department approved the criteria and weighting given to each.

| | CRITERIA & REASON | WEIGHT |
|---|---|---|
| A | Criterion: Successful experience developing comparable developments in terms of construction type and design, financing and senior and/or family housing.<br><br>*This allows evaluation of the firm's technicaland project management expertise as measured by the quantity and type of work performed by the firm and its years in business.* | 45 points |
| B | Criterion: Qualifications of the development team firms and staffs.<br><br>*This provides insight into the quality of the staff as measured by their experience, professional degrees and licenses with the type of work required by this type of revitalization. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their* | 45 points |

| | CRITERIA & REASON | WEIGHT |
|---|---|---|
| | *ability to respond quickly with qualified staff.* | |
| C | Criterion: Appropriateness of the development concept for specific site(s) and the approach to financing a project on the specific site(s).<br><br>*This demonstrates the firm's familiarity with the basic issues most frequently encountered with revitalizing public housing and potential resources available to address them.* | 5 points |
| D | Criterion: Resident employment and involvement plan.<br>*This allows evaluation of the firm's commitment to participation, training and hiring of Authority residents.* | 5 points |
| | Total | 100 points |

*The following are the combined scoring results of the written proposals and the interviews:*

| FIRM | WRITTEN | INTERVIEW | AVERAGE TOTAL | RANK |
|---|---|---|---|---|
| Ridgepoint Non-Profit Housing Corporation, The John Stewart Company, and Devine & Gong, Inc. | 86 | 91 | 85 | 1 |
| Habitat for Humanity San Francisco | 81 | N/A | N/A | 2 |

## EVALUATION PANEL CONCLUSIONS

By their initial scoring and ranking and then the final interview of the highest ranking team, the Evaluation Panel determined that Ridgepoint Non-Profit Housing Corporation, The John Stewart Company, and Devine & Gong, Inc. was the top-rated development team. The firms have significant prior experience with public agencies, financial institutions, community groups, and public housing residents. They have extensive affordable housing development experience and have successfully completed several HOPE VI mixed-finance revitalization efforts for the Authority and other public housing agencies across the country. They will provide important ties to the local community that will enable the development team, residents and Authority staff to design the new Hunters View to meet the needs of the residents in the community. The reference checks on the firms produced no negative comments, and the firms are not on the federal Excluded Parties List.

All three firms are local. Ridgepoint Non-Profit Housing Corporation is based in the Bayview Hunters Point community where they have been committed to improving the neighborhood for the past 35 years. As developer of Ridgeview Terrace and Jackie Robinson Apartments, they provide insight into the housing market in Bay View Hunters Point.

The John Stewart Company's strength in this joint venture lies in its roots as a manager of more than 250 developments of all types, income levels, and tenure. As developer of Mercy Family Plaza, Del Norte Place, Villages at Treasure Island and North Beach Place, they have developed a deep sensitivity to low- and very-low income residential management issues and the nuances of residential marketing in San Francisco.

Devine & Gong, Inc. has provided development and financial consulting services to developers of affordable housing for 18 years. The firm has also experience with the development of large complex multi-family projects. In that time, the firm has gained significant insight into what is needed to finance complex affordable housing projects, including working with government and private institutions and managing the often-complex regulatory restrictions that accompany financing for affordable housing. Devine & Gong, Inc has been involved in all financial and development aspects of the New Holly project in Seattle, Washington that involved the new construction of approximately 1,350 units of housing through the HOPE VI program over an eight year period.

**EVALUATION PANEL MEMBERS**

*Member*: Hunters View Tenants Association President and Hunters View resident, selected for experience in the Hunters View community and resident needs.

*Member*: Hunters View Tenants Association former President and Hunters View resident, selected for experience in the Hunters View community and resident needs.

*Member*: Deputy Administrator, Authority Office of Fair Housing and Resident Relations, selected for expertise in the community revitalization process, resident self-sufficiency, employment training and resident hiring.

*Member*: Community Liaison and provider of several Head Start Programs in the Bayview Hunters Point Area, including Hunters View, for expertise in community development, public and affordable housing community services and advocacy.

*Member*: Senior Project Manager, Mayor's Office of Housing, selected for expertise in affordable housing finance.

*Member*: Deputy Director, San Francisco Redevelopment Agency, selected for expertise in community revitalization, finance and Bayview Hunters Point redevelopment.

*Chairperson*: Planning and Program Development Manager and Architect, Authority Housing Development and Modernization Department, Senior Project Manager for this Project. Selected for expertise in public housing revitalization, design, and development team management.

**BUDGET CONSIDERATIONS**

There is no contract expenditure for this action before the Commission. Authorizing the negotiation of an Exclusive Negotiating Rights Agreement ("ENRA") with the development team provides an opportunity for the Authority to determine whether or not there is a financially feasible way to accomplish its revitalization goals using the Authority's land, the developer's expertise and a mixed-finance approach to development.

## RESIDENT HIRING

Members of the development team recognize the compelling need to involve residents in the planning and development process and to provide employment opportunities to residents of the Hunters View community, where they have an intimate understanding of developing and managing affordable housing. Given their extensive experience in working with outreach requirements of local jurisdictions, the development team members have a strong track record of hiring residents for the development and construction of their projects. The Development team has agreed to hire public housing residents to meeting or exceeding the 25% requirement. Their most recent experience is demonstrated at North Beach Place, where one of the firms exceeded the 25% requirement established by the Authority Commission Resolution No. 4967.

## MBE/WBE PARTICIPATION

The development team is committed to meeting or exceeding the 20% MBE/WBE participation goals of the Authority. Members of the development team each have a diverse workforce in their offices and have provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246.

## RECOMMENDATION

Staff recommends approval of this Resolution.

*(Prepared by Barbara Smith, Steve Haines and Juan Monsanto, Housing Development and Modernization Department)*

RESOLUTION NO. 5225

DATE ADOPTED: 8/11/2005

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AN EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT WITH THE DEVELOPMENT TEAM OF RIDGEPOINT NON-PROFIT HOUSING CORPORATION, THE JOHN STEWART COMPANY, AND DEVINE & GONG INC. FOR THE REVITALIZATION OF THE CAL 1-18(3), HUNTERS VIEW PUBLIC HOUSING SITE**

WHEREAS, in June 2002, a Comprehensive Physical Needs Assessment completed for all properties of the San Francisco Housing Authority (the "Authority") identified a number of sites with potential for revitalization and/or opportunities to add more affordable housing, including the CAL 1-18(3), Hunters View Public Housing site ("Hunters View") with its extensive physical problems, poorly configured site plan, inadequate building structures and potential for more affordable housing;

WHEREAS, Hunters View, along with other sites, has been identified as a high priority for comprehensive revitalization in every Authority Annual Plan since Fiscal Year 1999;

WHEREAS, from August 3, 2003 through September 30, 2003, the Authority publicly advertised for and distributed extensively to developers, a Request For Qualifications (RFQ) to Develop on Authority-Owned Land, that included the Hunters View site;

WHEREAS, the Authority desires to develop Hunters View using a mixed-finance method, pursuant to Subpart F, 24 CFR 941.600-941.616 of the Code of Federal Regulations (the "Code");

WHEREAS, 24 CFR 941.602(d)(1) of the Code states that with the development of public housing units using mixed-finance development methods, "the PHA may select a partner using competitive proposal procedures for qualifications-based procurement (subject to negotiation of fair and reasonable compensation, including Total Development Cost and other applicable cost limitations)";

WHEREAS, the Authority's RFQ is consistent with the HUD Mixed-Finance Training Materials dated February 2000, that states that a RFQ is "a written solicitation for competitive proposals in which price need not be requested in the RFQ or used as an evaluation factor; instead technical qualifications are reviewed and the PHA enters into negotiations with the top ranked firm";

WHEREAS, 24 CFR 85.36 of the Code states that "Grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section", and as provided below, the Authority has followed its own procurement procedures;

WHEREAS, the Authority's Procurement Policy and Procedures, dated September 2001, states in Chapter 10.1 C. HOPE VI Mixed Finance Development Procurement of Developer, that "When the Authority is in the process of procurement of a developer, the Mixed Finance Development Rule in 24 CFR 941 addresses the necessary HUD requirements";

WHEREAS, on September 30, 2003, the Authority received two written Statements of Qualifications for Hunters View: (1) the developer team of Ridgepoint Non-Profit Housing Corporation, The John Stewart Company, and Devine & Gong, Inc., which expressed interest in the comprehensive revitalization of Hunters View; and (2) Habitat for Humanity SF, which expressed interest in the construction of some homes for first-time homebuyers on a portion of the Hunters View site;

WHEREAS, in October 2003, both written Statements of Qualifications received for Hunters View were determined to be complete, responsive and acceptable for further consideration based on the RFQ Evaluation Criteria;

WHEREAS, the written Statements of Qualifications were reviewed and scored by an Evaluation Panel in January of 2004; reviewed by SFHA, Mayor's Office of Housing ("MOH") and Redevelopment Agency ("SFRA") staff in October of 2004; and after an comprehensive interview with the highest ranked developer team on July 28, 2005, they were scored by an Evaluation Panel comprising representatives from the Hunters View residents, a neighborhood representative of Bayview Hunters Point; and MOH, SFRA, and Authority staff;

WHEREAS, the Authority, along with the Evaluation Panel, has determined that based on the competitive proposal procedures for qualifications-based procurement established by HUD and the Authority, the developer team of Ridgepoint Non-Profit Housing Corporation, The John Stewart Company, and Devine & Gong, Inc. is the top-ranked firm based on qualifications, comprehensiveness of revitalization approach and experience, and is to be selected for negotiations.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, THAT:

1. The Executive Director of the Authority is authorized to negotiate an Exclusive Negotiating Rights Agreement with the Developer, which, if executed, would form the basis for the material terms and conditions of a disposition and development agreement with the Developer for the revitalization of the Hunters View public housing site.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM
AND LEGALITY:

Donna Martin
DONNA MARTIN, General Counsel

Date 8-7-05

REVIEWED BY:

Gregg
GREGG FORTNER, Executive Director

Date 8/7/05

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# SCHEDULE OF RFQ ACTIVITIES

**RFQ Planning**

| | |
|---|---|
| Jun 15, 2002 | Physical Needs Assessment completed for all Authority properties that identified a number of sites with extensive physical problems, poorly configured site plans, inadequate building structures, and in some cases, opportunities to add more housing for low and moderate income households. |
| Mar 27, 2003 | Executive Director "Town Hall" meeting: federal budget impact on Authority, and mention of "development opportunities on low density sites" |
| Apr 18, 2003 | Executive Director meeting to establish a process to determine interest in development on Authority-Owned Land by non-profit and for-profit developers in a "HOPE VI" approach to revitalization. |
| | • 1 for 1 replacement of public housing units |
| | • Any increase in units could include revenue-producing units or commercial spaces, which would provide income to the Authority. |
| | • Revitalization could involve all, or a part of, a development site or sites. |
| | • Additional units could be City's inclusionary units. |
| | • Resident hiring, Davis-Bacon wages, and other Authority policies apply. |
| | • The Authority has only land and residents, but no funds to contribute. |
| May 8, 2003 | Memo: Approach to RFP |
| May 23, 2003 | Meeting on RFP |
| May 30, 2003 | Draft RFP circulated to Goldfarb & Lipman and CSG Advisors for comments |
| Jun 6, 2003 | Memo: Revised Approach to RFP |
| Jun 19, 2003 | Conference Call: CSG Advisors comments on Draft RFP |
| Jun 23, 2003 | Draft RFQ (changed from RFP to encourgage greater participation from the development community) |
| Jun 25, 2003 | Council of Community Housing Organizations Meeting: Report on RFQ |
| Jul 3, 2003 | Conference Call: CSG Advisors comments on Draft RFQ |
| July 16, 2003 | Comprehensive Housing Affordability Strategy: Report on RFQ |
| July 30, 2003 | Council of Community Housing Organizations Meeting: Report on RFQ |
| Jul 28, 2003 | RFQ Evaluation Plan |
| Jul 28, 2003 | RFQ Submittal to SFHA Contracts and Procurement Dept for Approval to Solicit |

**Outreach to Potential Responders**

Aug – Sep 2003 Summary of distribution of RFQ Advertisement and Executive Summary

- 139 Community-Based Organizations
- 16 Faith-Based Organizations
- 68 Government Organizations
- 61 Non-Profit Developers
- 15 For-Profit Developers
- 38 Architects/Engineers/Consultants/Contractors

| | |
|---|---|
| Aug 3, 2003 | Request for Advertisement of RFQ |
| Aug 11, 2003 | Start Newspaper Advertisement of RFQ in 4 local papers |
| Aug 11, 2003 | Start RFQ Advertisement in City Outreach program: Office of Contract Administration and Human Rights Commission |
| Aug 11, 2003 | E-mail distribution of RFQ Advertisement and Executive Summary to 101 individuals and organizations |
| Aug 11, 2003 | Start distribution of RFQ Document, with a total of 63 direct transmittals |
| Aug 13, 2003 | Comprehensive Housing Affordability Strategy Meeting: Report on RFQ |
| Aug 20, 2003 | Public Information Meeting at 440 Turk Street, with 24 participants |
| Aug 27, 2003 | Council of Community Housing Organizations Meeting: Report on RFQ |
| Sep 2003 | Site tours for various sites, as requested by potential responders |
| Sep 30, 2003 | RFQ Due Date |

**Commission Briefings**

| | |
|---|---|
| Aug 6, 2003 | Finance Committee Meeting: Extend due date three weeks to Sep 30, 2003 |
| Aug 14, 2003 | RFQ Documents distributed to Commission |
| Oct 9, 2003 | Report of Secretary to Commission |
| Oct 23, 2003 | Approval of Oct 9 Commission Meeting Minutes |
| Oct 23, 2003 | Report of Secretary to Commission |
| Nov 13, 2003 | Approval of Oct 23 Commission Meeting Minutes |
| Dec 11, 2003 | Report of Secretary to Commission |
| Jan 8, 2004 | Approval of Dec 11 Commission Meeting Minutes |
| Jan 8, 2004 | Report of Secretary to Commission |
| Jan 22, 2004 | Approval of Jan 8 Commission Meeting Minutes |
| Jun 26, 2004 | Commission Adoption of Annual Plan containing RFQ process |
| Oct 28, 2004 | Report of Secretary to Commission |
| January 25, 2005 | Commission Ad Hoc Development Committee Meeting |
| January 27, 2005 | Commission Briefing Materials Provided on RFQ Process |

**Community Involvement**

| | |
|---|---|
| Aug 13, 2003 | Resident Meeting at Rosa Parks: Report on RFQ |
| Aug 13, 2003 | Comprehensive Housing Affordability Strategy Meeting: Report on RFQ |
| Aug 27, 2003 | Council of Community Housing Organizations Meeting: Report on RFQ |
| Oct 8, 2003 | Coalition on Homelessness: Discussion on Selection Process of the RFQ |
| Oct 27, 2003 | Public Hearing: Board of Supervisors Land Use Committee: Report on RFQ |
| Nov 4, 2003 | Bayview Hunters Point Project Area Committee: Report on RFQ |
| Nov 20, 2003 | Council of Community Housing Organizations: Report on RFQ due to several responses from the Council |
| Nov 26, 2003 | Council of Community Housing Organizations: Selection Process on RFQ |
| Jan 22, 2004 | Bayview Hunters Point Project Area Committee Meeting: Report on RFQ |
| Feb 11, 2004 | Resident Meeting at Rosa Parks: Report on RFQ |
| Feb 24, 2004 | Bayview Hunters Point Project Area Committee Meeting: Report on RFQ |
| Feb 25, 2004 | Council of Community Housing Organizations Meeting: Report on RFQ |
| Mar 1, 2004 | Bayview Hunters Point Project Area Executive Committee Meeting: Report on RFQ |
| Mar 12, 2004 | Executive Director Letter to Council of Community Housing Organizations |
| Mar 16, 2004 | Resident Meeting at Alice Griffith: Report on RFQ |
| Mar 20, 2004 | Resident Meeting at Ping Yuen: Report on RFQ |
| Apr 1, 2004 | Resident Meeting at Hunters Point A West: Report on RFQ |
| Apr 6, 2004 | Resident Meeting at Hunters Point A East / Westbrook: Report on RFQ |
| Apr 7, 2004 | Public Information Bulletin to Council of Community Housing Organizations |
| Apr 12, 2004 | Annual Plan Meeting, Citywide: Report on RFQ |
| Apr 14, 2004 | Annual Plan Meeting with Community Partners: Report on RFQ |
| Apr 19, 2004 | Annual Plan Meeting with Resident Advisory Board: Report on RFQ |
| Apr 26, 2004 | Annual Plan Meeting with Resident Advisory Board: Report on RFQ |
| Apr 28, 2004 | Council of Community Housing Organizations Meeting: Report on RFQ |
| May 3, 2004 | Annual Plan Meeting with Resident Advisory Board: Report on RFQ |
| May 6, 2004 | Annual Plan Meeting with Community Partners: Report on RFQ |
| May 20, 2004 | Annual Plan Public Hearing: Report on RFQ |
| May 26, 2004 | Resident Meeting at Rosa Parks: Report on RFQ |
| Jun 2, 2004 | Resident Meeting at Sunnydale: Report on RFQ |
| Jun 30, 2004 | Council of Community Housing Organizations Meeting: Report on RFQ |
| Jul 29, 2004 | Resident Meeting at Hunters View: Report on RFQ |
| Sep 8, 2004 | Resident Meeting at Hunters View: Report on RFQ |
| Sep 28, 2004 | Resident Meeting at Rosa Parks: Report on RFQ |
| October 22, 2004 | Resident Meeting at Rosa Parks: Report on RFQ |
| October 26, 2004 | Resident Meeting at Hunters View: Report on RFQ |
| January 27, 2005 | Resident Meeting at Hunters View: Report on RFQ |

| | |
|---|---|
| February 3, 2005 | Resident Meeting at Hunters View: Report on RFQ |
| March 11, 2005 | Resident Meeting at Hunters View: Report on RFQ |

**RFQ Response**

| | |
|---|---|
| Responses Received by RFQ Due Date: | 11 Organizations |
| Unsolicited Responses after RFQ Due Date: | 2 Organizations |

**Responses by Site**

| | |
|---|---|
| Family Sites described in RFQ: | 15 Developments |
| Family Sites with Responses: | 11 Developments |
| | |
| Senior Sites described in RFQ: | 3 Developments |
| Senior Sites with Responses: | 3 Developments |

**Evaluation Process**

| | |
|---|---|
| Sep 30, 2003 | RFQ Due Date |
| Oct 2003 | Authority review RFQ written responses for completeness and responsiveness |
| Nov 2003 | Executive Director establish Evaluation Panel for RFQ written responses |
| Dec 2003 | Evaluation Panel training on Evaluation Criteria and scoring |
| Mar 11, 2004 | Executive Director letter of acknowledgement to RFQ responders |
| May 2004 | Evaluation Panel review of RFQ written responses |
| May 2004 | Authority tabulation of Evaluation Panel scores for RFQ written responses |
| Jul 27, 2004 | Rosa Parks Evaluation Panel 1rst Interview with RFQ Responder team |
| Aug 20, 2004 | Authority's "Summary of Development Potential for Authority Sites in the Southeast Section of the City - Preliminary Draft" |
| August 6, 2004 | Rosa Parks Evaluation Panel 1st Interview with RFQ Responder team |
| Aug 23, 2004 | Rosa Parks Evaluation Panel 2nd Interview with RFQ Responder team |
| March 18, 2005 | Hunters View Evaluation Panel Interview with RFQ Responder team |

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DATE: August 5, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F. W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

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**OVERVIEW**

This Resolution will authorize the Executive Director to enter into a contract with the highest-ranked electrical engineering firm on an as-needed, task assignment basis for all developments over the next two years. The contract will provide the San Francisco Housing Authority (Authority) with electrical engineering services for over $2.4 million in planned electrical capital improvements from the Capital Fund Programs funds for 2003 through 2005.

The current electrical engineering consultant contract is expiring after successful completion of the assigned tasks. Ten major design assignments were completed, including hardwired smoke detector systems for Hunters View and Great Highway, emergency generators at 25 Sanchez, 430 Turk and 1760 Bush, exterior security lighting at Robert B. Pitts, the fire alarm system at 25 Sanchez, and miscellaneous electrical repairs.

The planned capital work requiring electrical engineering services includes hardwired smoke detector systems, emergency generators, exterior security lighting, fire alarm systems, electrical designs for modifications to program spaces, and miscellaneous electrical work. The Authority also needs to have consultants under contract in order to be able to react quickly to any emergency situations that may arise.

**OBJECTIVE**

The objective of this contract is to provide the Authority with a competent, professional, licensed electrical engineering consultant firm to assess the need, design the solution, prepare construction documents for public bidding, and provide technical expertise to evaluate the contractor's construction and performance under the contract.

The task assignment services may include the following:

Existing Facilities:

1. Provide field and office testing and investigations, evaluations, analysis and reports in writing;

2. Develop recommendations and cost estimates to provide corrective actions to any problems revealed in a particular portion of the work;

3. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

4. Apply for and obtain building permits; and/or

5. Prepare comprehensive construction documents for construction work performed by the Authority's crafts people.

New Construction:

6. Provide Programming;

7. Prepare schematic designs, design developments, outline specifications, construction cost estimates;

8. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

9. Apply for and obtain building permits; and/or

10. Prepare comprehensive construction documents for construction work performed by the Authority's crafts people.

General

11. Assist with clarifications during the bid process, evaluation of bids received process, contract award and pre-construction phases;

12. Assist the Authority's staff during the construction phase by providing construction administration support services such as clarifications, review of proposed contract changes, performing periodic site inspections, and conducting a final survey to determine if the work performed was in accordance with the project plans and specifications;

13. Attend meetings as required.

Certain task assignments may require the Consultant to retain sub-consultants acceptable to the Authority, or to manage or coordinate with the Authority's other engineering consultants.

**ANTICIPATED OUTCOMES**

If this contract is approved the anticipated outcomes are:

- The Authority will receive quality electrical engineering services for the Capital Fund Program.
- The Authority will be able to comply with all Federal, State and City Codes and Regulations.
- The Authority will provide a safer and efficient service to residents.
- Residents will have opportunity for training and employment.

**WHO BENEFITS**

Residents benefit from having appropriate electrical engineering services for all contracted and in-house construction work. Inadequately designed or constructed improvements can be detrimental to the health and well being of residents. Poorly designed capital improvements also run the risk of code violations. Residents also benefit by the Authority's ability to respond quickly to emergency situations.

**PROCUREMENT**

Pre-approval of this RFQ document and process was obtained from Authority management prior to advertisement. The Housing Development and Modernization Department developed this specific RFQ document based on the Authority's master procurement documents prepared by the Procurement and Contracts Department. The Procurement Department reviewed and approved the documents prior to the start of the RFQ process.

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws.

The Authority and all public agencies in California are required by State and Federal law to select engineers on the basis of qualifications in the form of a Request for Qualifications (RFQ). The highest-ranked firm is selected, subject to the negotiation of fair and reasonable compensation. If agreement cannot be reached, the Authority will negotiate with the next highest-ranked firm, and so on until a fair and reasonable price is obtained.

**Solicitation Process**

Solicitation 05-620-RFQ-017 was issued on May 9, 2005. Announcement of the RFQ was made to the City Outreach Services and was put on the web sites for the Authority, the City, and the Small Business Administrations. The notice of the RFQ was published in the San Francisco Chronicle/Examiner, The Sun Reporter, the World Journal, and the San Francisco Bay View. Announcements were faxed and e-mailed directly to prospective professionals firms, including

16 MBE/WBE firms from the San Francisco Human Rights Commission list and 4 firms that had responded to prior RFQs. In addition, all the consulting engineering firms from the Contractors Blue Book were notified by the Blue Book's new electronic notification service.

Four Statements of Qualifications were received on the June 14, 2005 due date.

**Evaluation Process**
In conformance with the Authority's Procurement Procedures Manual, the Evaluation Panel individually reviewed and scored the written Statements of Qualifications. At the same time, staff checked the references provided by each firm and provided the results to the Evaluation Panel members. Then, the Evaluation Panel invited the two highest-ranked firms for oral interviews. After the interviews, the Evaluation Panel prepared a final evaluation and scoring to select the firm with the highest-ranked qualifications.

**Evaluation Criteria**
Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The evaluation criteria are based on the Authority's standards for Request for Qualifications questions and weighing contained in the Authority's Procurement Procedures Manual. The Director of Contract/Procurement Division approved the criteria and weighting given to each.

| NO. | CRITERIA & REASON | WEIGHT |
|---|---|---|
| A | Criterion: Qualifications.<br><br>*This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business.* | 20 points |
| B | Criterion: Staff Profiles.<br><br>*This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their ability to respond quickly with qualified staff.* | 20 points |
| C | Criterion: Understanding of the project.<br><br>*This demonstrates the firm's familiarity with modernization and rehabilitation issues most frequently encountered with urban public housing in both family housing and mid-rise buildings. A firm with this experience is most capable of providing economical, efficient solutions to the Authority.* | 40 points |

| | | |
|---|---|---|
| D | Criterion: Approach to Project.<br><br>*This item allows us to determine that the selected firm not only has office technical skills but also possesses sufficient field experience to effectively deal with field problems and contractor issues.* | 15 points |
| E | Criterion: Affirmative Action.<br><br>*This allows evaluation of the firm's commitment to MBE/WBE participation and analysis of its detailed plan for hiring and training Authority residents.* | 5 points |
| | Total | 100 points |

The following are the ranking results of the combined written proposals and the interviews:

| FIRM | WRITTEN | INTERVIEW | TOTAL | RANK |
|---|---|---|---|---|
| F. W. ASSOCIATES, INC. | 285 | 258 | 543 | 1 |
| AES ENGINEERING SERVICES | 226 | 169 | 395 | 2 |
| RAY I. JUACHON & ASSOCS. | 160 | Not in the competitive range | | |
| HRA CONSULTING ENGINEERS | 170 | Not in the competitive range | | |

**Evaluation Panel Conclusions**
By their scoring and ranking, the Evaluation Panel determined that F. W. Associates, Inc. was clearly the top-rated firm. F. W. Associates, Inc. has successfully completed its previous contract with the Authority in a satisfactory manner. The reference checks on the firm produced no negative comments, and the firm is not on the federal Excluded Parties List.

F. W. Associates, Inc. is a local firm of twenty people, including seven professional electrical engineers, six CADD/Designers, five electrical engineer/designers, and two administrative/accounting staff. Their portfolio includes designs and retrofits on multifamily housing developments. They have successfully completed previous contracts with the City and County of San Francisco at City Hall, the Airport, and the California Academy of Sciences, and have provided electrical engineering services to a wide variety of local residential developments for both private and non-profit organizations. F. W. Associates, Inc. is well qualified to design practical and cost-effective solutions to planned Authority undertakings.

**Evaluation Panel Members**
Chairperson: Architect, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in public housing design and construction, procurement, and consultant management.

Member: Electrician, Force Account, Housing Development and Modernization Department. Selected for expertise in the Authority's public housing electrical systems and maintenance and modernization needs.

Member: Architect, Housing Development and Modernization Department, Project Manager. Selected for expertise in public housing design and construction.

**BUDGET CONSIDERATIONS**

Funding for this planned contract is immediately available within the FY2003 Capital Fund Program. The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ). After the most-qualified firm is selected, the hourly billing rates and reimbursable expenses are negotiated. The Authority has negotiated hourly billing rates, provided in confidential Attachment A, which are consistent with the hourly rates the Authority has paid for electrical engineers in the past.

The service term for this contract will be for the Authority's fiscal years 2005 and 2006. The contract time will be two years, or less if there is an increase in the volume of Capital Fund work and the consultant completes all assigned tasks.

**RESIDENT EMPLOYMENT**

F. W. Associates, Inc. will greatly exceed the twenty-five percent resident hiring goal. They currently provide full-time employment of a Sunnydale resident under their expiring contract with the Authority. They intend to continue the full-time employment of this resident as a CADD Operator trainee.

**MBE/WBE STATUS**

F. W. Associates, Inc. is a small local Minority Business Enterprise. It has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246.

**RECOMMENDATION**

Staff recommends approval of this Resolution.

*(Prepared by Barbara Smith and Steve Haines, Housing Development and Modernization Department)*

RESOLUTION NO. 5226
DATE ADOPTED: 8/11/2005

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F. W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

**WHEREAS**, the San Francisco Housing Authority (Authority) requires electrical engineering consultants who can provide electrical engineering services on an as-needed, task assignment basis; and

**WHEREAS**, the contract with the current electrical engineering consultant is almost completed; and

**WHEREAS**, the Authority has programmed capital work funded with the FY 2004 and FY 2005 Capital Fund Programs which will require electrical engineering design and construction administration services; and

**WHEREAS**, F. W. Associates, Inc. has been selected through the Request for Qualifications process as the most qualified firm for this work; and

**WHEREAS**, funding is available within the FY 2003 Capital Fund Program budget; and

**WHEREAS**, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California and local laws.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract with F. W. Associates, Inc. to provide Electrical Engineering Services on an as-needed, task assignment basis for all developments in a total amount not-to-exceed $200,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Mart
DONNA MARTIN, General Counsel

Date: August 8, 2005

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 8/8/05

# HOUSING AUTHORITY
# OF THE
# CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, August 11, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, August 11, 2005, at 4:00 p.m.

DOCUMENTS DEPT.

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President Brown called the meeting to order at 4:07 p.m.

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *George R. Brown, President*
*Sululagi Palega Sr., Commissioner (arrived at 4:10p.m.)*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Irene Yee Riley, Commissioner*

ABSENT: *Betty J. Smith, Vice President*
*Rev. George Woodruff, Commissioner*

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
*Ms. Donna Martin, General Counsel*

2. APPROVAL OF AGENDA

Commissioner A. Brown moved to approve the agenda. Commissioner Gans seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Commissioner Gans moved to approve the minutes of July 28, 2005. Commissioner A. Brown seconded the motion. The motion to approve the minutes of July 28, 2005, was unanimously passed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the first items in the Commission's folders were the Commission Request Log, the Lease Up Report and the Shooting Incident Report. The fourth document was the Finance Committee Report. This report was only given to the Commissioners not on the Finance Committee.

5. REPORT OF SECRETARY

Mr. Fortner stated that the Independent Auditor's Report of FY 2004 would be heard at the next Commission meeting due to a scheduling conflict with the auditors. Mr. Fortner then introduced Ken Merrifield and John Weber from the Housing Authority Risk Retention Group to give a presentation on the SFHA's insurance.

Mr. Merrifield stated that HARRG had priced the Agency's general liability policy for the next year. HARRG has insured the SFHA for many years and the claims had significantly decreased on the general liability and the SFHA would save about $33,000 on the premium. Mr. Merrifield stated that HARRG insures about 60% of the housing authorities and realizes that insurance for the housing authority is very hard to find. Mr. Merrifield stated that the SFHA is doing a good job and they were proud. Mr. Weber stated that the Housing Authority Insurance Group would be putting on a half-day seminar for the SFHA managing personnel regarding employment practice issues on October 4, 2005. President Brown asked if this was something the Commissioners could attend. Mr. Fortner answered yes, but only up to three Commissioners could attend.

Commissioner Riley asked if the insurance covered the property. Mr. Merrifield answered that the premium for the property insurance was currently being worked on and quotes would probably be available by the end of the month.

Commissioner Palega asked what the SFHA was covered for. Mr. Merrifield answered that the SFHA has $5,000,000 for general liability, $1,000,000 for employment practices, $1,000,000 for public officials, and hired non-owned automobile, lead-based paint, and pesticides are also covered. Commissioner Palega asked how much was the auto coverage. Mr. Merrifield answered $100 for $1,000,000 in coverage.

Mr. Fortner continued in the Secretary's Report. The Coleman House, the development next to Clementina, is just about completed and staff would like to set up tours of the facility for the Commissioners. Valencia Gardens is also moving along very well and tours would be scheduled with the Commission. Depending on how many Commissioners expressed an interest in the tour, multiple tours would be scheduled to comply with the Brown Act. On Saturday, August 13, 2005, from 10:00a.m. until 4:00p.m., the third violence free basketball community event would be held. The first two were very successful with a couple hundred people in attendance.

Commissioner Palega asked how many units were added to Clementina. Mr. Fortner answered 85.

President G. Brown asked for feedback from James Bryant on the success of the basketball tournaments and whether residents from other communities are attending. Mr. Bryant stated that this year, the program was started with some additional partners including the Department of Recreation, the Department of Human Services, PG&E, the Family Support Department, the Literacy Program, and others. About two to three hundred people, from different areas have participated. One of the ideas they are promoting is that there are no fences and everyone in public housing has the right to participate in the basketball tournaments. The Mayor, Board of Supervisors, and District Attorney have been invited and not only will there be entertainment and games, but there is also focus on educating the residents. In the previous week, there were 16 teams and the event was scheduled to end at 4:00p.m., but didn't end until 5:30p.m. Mr. Bryant passed out t-shirts and flyers about the basketball tournament to the Commissioners and the Executive Director. Mr. Bryant listed the past and upcoming dates and locations for the tournament. Mr. Bryant encouraged the Commissioners to participate in the festivities.

President G. Brown asked if Mr. Bryant was still using the event as a catalyst to register people to vote. Mr. Bryant stated that part of the mission of the A. Philip Randolph Institute was to make sure people are registered and educated in the voting process, but in order to make it more of a recreational/educational event, voter registration was not publicized because it brings out people that don't necessarily need to be involved. Mr. Bryant stated that voter registration would be held at the event.

Commissioner A. Brown commended Mr. Bryant on the event, but would like to get more information on the educational component as far as who was handling it and its profile. Mr. Fortner stated that Mr. Bryant would be invited back to the next Commission meeting to give a more detailed presentation. Mr. Bryant responded that he would be happy to do that.

6. COMMITTEE REPORTS

***Diversity Committee***
No report.

***Finance Committee***
Commissioner Gans stated that a Finance Committee meeting was held on August 9, 2005. At this meeting, staff reported that they were staying within the budget and the books were looking good. Commissioner Gans stated that the Finance Department was doing an excellent job and she commended Mr. Fortner and staff on a job well done.

***Personnel Committee***
No report.

***Development Committee***
Commissioner Palega stated that on August 8, 2005, the Development Committee met and discussed the upcoming new developments. Questions of concern were about the relocation of the tenants. The John Stewart Company was looking at different ways to handle it. The John

Stewart Co. discussed adding affordable, first-time, homebuyers and market rate units to the development. There were concerns, but Commissioner Palega said he was sure that it would be dealt with as the process continued. The John Stewart Company reported on what they were trying to do and in the future they would be negotiating with Mr. Fortner to bring back a progress and final report on the development at Hunter's View.

President G. Brown stated that the committee was also updated on some of the other developments such as Rosa Parks and the committees set up for that area. The committee was also updated on Ping Yuen. HUD approved the project to proceed with adding six units at Ping Yuen.

7. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel stated that there would be a closed session to discuss potential litigation. The specifics were not disclosed in order not to jeopardize any negotiations.

8. TENANT REPRESENTATIVE REPORT

***City Wide Council - Senior/Disabled***

*William Vitalie, President of the City Wide Council – Senior/Disabled* stated that the residents continue to give their vote of confidence in fighting the removal of the resident custodians in public housing. Mr. Vitalie said that at the last meeting he quoted the HUD Regulations and if you see what the duties of the monitors are, it is no less than employment, given that the stipend is for 720 hours. The monitors' hours would be from 5:00 p.m. to 8:00 a.m., in addition to weekends and holidays. Mr. Vitalie then read from the HUD Regulations 964.340, Resident Compensation. If the hours were worked out, considering the stipend the SFHA wants to provide for rent, the monitors would make .45 an hour to keep track of what is happening in the building and who it concerns. Also, there would be no liability. The resident custodian in his building is seen as an authority of the SFHA. If there are problems between neighbors, the resident custodian could step in to resolve the conflict, but tenant monitors have no liability coverage if something were to go awry in that situation. Mr. Vitalie said that he continues to battle even though he hates it because he's going up against people that he respects, but it's what the residents wish.

***Public Housing Tenants Association (PHTA)***

*Kimberley Hill-Brown, President of PHTA* reported that she was pleased to attend the Hunter's View interview process for the John Stewart Company last month. It is understood that this is a very stressful situation for the residents and that they have many concerns. Ms. Hill-Brown told the Commissioners that the residents are really looking for their support. All of the HOPE VI sites would not have been accomplished without the steadfast support of Commissioner Palega, the President at that time. When the tenants went into negotiations with the SFHA and developers, Commissioner Palega stood up for the residents and never waivered. Ms. Hill-Brown told the residents that when they are given documents, to read them and encouraged all

residents to attend meetings pertaining to this process. Ms. Hill-Brown said that she was glad this issue was finally before the Commission in order to obtain their wisdom on the revitalization of Hunter's View. Next, Ms. Hill-Brown announced that Potrero Hill was having their basketball tournament on Saturday, but she would not be able to attend because she would be in Alemany to support and monitor their election process. Ms. Hill-Brown encouraged the SFHA staff, residents and Commission to work together and hang in there because everyone needs to work together.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

*Lavonne Barnes, of the Hunter's View Project Area Committee (PAC)* stated that they are really the gatekeepers to the Hunter's View development going on and they were concerned that the SFHA had not come to any of their meetings with plans. Future plans in Hunter's Point should be addressed to the PAC. A couple of concerns were that the development should bring jobs to the area, and that it is housing for low-income residents. The development would affect senior housing because those applying for housing would be the seniors in the future. PAC wanted to make sure that the SFHA comes to their meeting with detail and that the information is disseminated throughout the community because most residents don't make it to the Commission meeting.

*Kevyn Lutton* stated that she was a resident in Hunter's Point and helping the residents organize on their own behalf for their own social welfare. This is done to create a situation where the residents are more empowered than ever before. Ms. Lutton said that there was an escalation of evictions going on in Hunter's View. People are nervous, scared and have no say in the meetings and therefore don't attend. Over the past four months, meetings were not notified more than 24 hours in advance and some people never receive notices. Ms. Lutton said that a panel was appointed to review the developers. Seven people were appointed to the panel, but the SFHA didn't like the position so without notification, the SFHA appointed three other tenants. These tenants did not know they were being used by the SFHA to approve their plans. So, the tenants wanted to work together to create an alternative negotiating agreement to work with equal opportunity with the chosen developers or to do it on their own. Ms. Lutton said that they had accepted development consultants to help them and then she distributed the plan they had created. Ms. Lutton stated that Tessie Esther's input was very important, but she was unable to attend the meeting because she took 19 children on a field trip that day.

*Jaron Browne of People Organized to Win Employment Rights (POWER)* for no and low-wage employees in San Francisco addressed the Commission. Ms. Browne stated that they had been doing outreach and door knocking in Bay View around employment and redevelopment issues

since March of 2005. They had been in Hunter's View, Oakdale, and Double Rock projects repeatedly talking to residents about housing issues. Ms. Browne said that their concern tonight was that people were unaware of the meeting as reflected in those present. As they had spoken with people, no one knew that the vote was happening tonight. Ms. Browne said that there were a lot of concerns about the process, particularly with the John Stewart Company and what happened in Fisherman's Wharf, the history of Geneva Towers, and the reality of HOPE VI. Even though new pretty buildings come up, most people have a hard time coming back in because your credit has to stay good. Everyone present is aware of these issues, but the reality is that the SFHA has allowed the conditions to run down so badly that they now say all they can do is tear it down. Ms. Browne wanted more of a guarantee that there wouldn't be the massive displacement previously seen. In San Francisco, there has been a 23% drop in the African-American community and Bay View is slated as a redevelopment area especially with the Light Rail extension, and this hill is precious to the heart of Bay View. Ms. Browne said that the vote came up very quickly and should be delayed to make sure that the residents of Hunter's View are informed of what is happening. There was no awareness that the vote was coming up and her organization, POWER, opposed the plan until there was more input from the residents and more confidence that there wouldn't be the widespread displacement as with other John Stewart Company projects.

*Monica Autry, President of the Hunter's View Tenants Association* stated that she believed that Hunter's View needed to be rebuilt but she and the tenants had lots of worries. Ms. Autry said that she was concerned about the many evictions in Hunter's View and that public housing residents have never been allowed to collect proceeds from developers on the land on which they live. For profit developers move the tenants around and they get rich. Ms. Autry said that the tenants wanted more power in the process and ownership. An agreement had been signed with a development consultant as well. Ms. Autry had a letter stating that the tenants of Hunter's View Housing are petitioning the SFHA Commission to amend the proposed exclusive negotiating agreement to read that it shall be between the SFHA, developers and the Hunter's View Tenants Association. Ms. Autry passed out the document to the Commissioners. The tenants wanted to make sure that they were involved every step of the way. They didn't want to be moved out and circumstances prevent them from moving back.

*Joan Hart*, stated that she was a tenant at North Beach Place and was a previous resident there, before it was rebuilt, for 20 years. Ms. Hart said that it was really great and the best role model for low-income housing. The development is clean and the security is great. As far as she knew, there was no crime and she was very happy to move back there.

*Sally Lee* was not present to address the Commission.

*Claudina Franco* asked Juan Monsanto to translate for her. Ms. Franco said that she was very grateful to live in a place where she only pays a certain percentage of her income. Even though she is grateful, she wanted to let everyone know how the situation in public housing has been getting worse. There is an interesting relationship between the police department and the people that commit the crimes. It seemed like one is watching the other and she was very concerned

about that. Ms. Franco said that she was very concerned about keeping her windows open, so she keeps them closed most of the time. She would like to keep them open because she liked the light to come into her home. Ms. Franco said that she was very grateful to be able to express her opinion about housing and more specifically she would appreciate the opportunity to have a home so that they could have an individual and permanent life. President G. Brown asked where Ms. Franco lived. Ms. Franco answered that she lived in Hunter's View.

Commissioner A. Brown asked for more information and clarification on the relationship between the police and people in the neighborhood. Mr. Fortner said procedurally, he wasn't sure whether a speaker could be questioned during public comments. A report could be given by staff on the topic, but there were concerns about the Brown Act. Commissioner A. Brown stated that this was a point of clarification about a statement she made. Mr. Fortner asked Ms. Franco to please clarify her statement. Mr. Fortner asked Commissioner A. Brown if staff could get back to him or did he needed the answer now. Commissioner A. Brown said that he needed the answer immediately because it was a serious matter.

Ms. Franco stated she often watches through the window the actions of four or five individuals around the development watching for the police. These individuals seem to know when the police are coming around and she was concerned that they had a way of knowing their way around and when they can commit vandalism or break into the units. These people are affecting the lifestyles of the residents.

*Dorothy Smith from Hunter's View* stated that she was in the meeting with the developers and listened to their presentation. Ms. Smith stated that she liked what they said in answer to the resident questions. She realized that a lot of people were paranoid and afraid that if they are relocated they wouldn't be able to get back into Hunter's View. Ms. Smith said that she understood that in order for a person to get back in you have to go by the set rules and lease that everyone is responsible for signing when they first move in. Ms. Smith said that a person may receive many notices to vacate and still don't leave. When it comes down to it, and they really have to go, people have to take responsibility for their actions. The place really needs to be rebuilt and maybe some people won't be able to come back for different reasons, but at the meeting, help to get your business in order, was offered so that they would be able to come back. Ms. Smith said that she believed that there were a lot of rumors going around to confuse the people and make them worry about not being able to come back. The development needs to be rebuilt and putting it off isn't going to help anything. Ms. Smith said that she had some fears because she really likes the location of her house. She hates to lose it, but at the same time realizes that something has to be done. If she lived long enough to see it happen, Ms. Smith hoped to get a choice of where she lives.

*Vera Kennedy of Hunter's View* said that she was looking forward to and hoped to own her own home on top of the mountain. There is beautiful scenery, the grass is green and growing, young people are there, and they may have to have some schooling to teach them how to take care of their property. Ms. Kennedy said that she thought it was great that they would get their own homes on top of the hill because it's a beautiful spot where it's never too cold and never too hot.

You can see the ships coming in and out of the Bay. As elders she believed that they should be talking to the young people and telling them to take care of their homes, pay your rent, and pay your house note. Ms. Kennedy thanked them for this opportunity.

*Alicia Schwartz of the POWER Organization* stated that she was concerned about the 23% drop in Black communities in San Francisco in the last 10 years, and the drop in low and very low-income people in San Francisco. Ms. Schwartz said that she grew up in San Francisco and had seen the developments and the promises that people make and it doesn't happen. There is enough market-rate housing in San Francisco, but there is a shortage of low and very low-income housing. In the current process, there were not a lot of people present from the Hunter's View or people from the housing projects in Bay View Hunter's Point and there is a reason for that. The only way people know about the Commission meeting was to read it in the Chronicle newspaper that morning. Ms. Schwartz said that she received five phone calls this morning asking if she could coordinate rides to get to the Commission meeting. The light rail isn't running yet so it would take a couple of buses and hours to get downtown while people still have families and lives to tend to. Ms. Schwartz said that it was imperative that the vote is delayed until everyone in that housing project knew what was going on. She said that she didn't care if people weren't showing up to the resident meetings because those meetings are defunct as people deal with holes in their walls, and broken windows. Ms. Schwartz said that she had spoken with a disabled woman that morning that was trying to be moved from a unit that has stairs she keeps falling on. There should be a discussion of the reality of what is going on in the housing projects and not just wash over it. People are struggling and it needs to be dealt with today.

*James Bryant, of the A. Philip Randolph Institute* stated to the last speaker that these are housing developments and not projects and if they wanted to come from the outside, they should not disrespect the people who live in public housing. If they want respect and want to be a part of the people, then they must first show that POWER respects the people of public housing. Mr. Bryant said that redeveloping Hunter's View is the right thing to do. These places were built in the 1940s to deal with the war and it's time for them to be redone. In March or April of 2006, the PG&E plant would be closed down to stop having people inhale pollution. That change is needed as well as a change in the whole landscape. Although all the concerns of the residents might not be solved, we still must move in a direction that is going to change it. As a previous speaker said, the people at North Beach Place are enjoying their new development and those out on the hill should have the opportunity to do the same. One, it is a great idea. Two, it integrates the economics and ethnicity of the neighborhood. This is going to happen anyway. The property that this development sits on could be a jewel to our city, county, residents, and community. We just have to work together and the A. Philip Randolph Institutes sits right by the side of the Commission to aide and assist with any skills they could provide for the residents.

*Kimberley Hill-Brown, PHTA President* stated that everyone who knows her, knows that Hunter's View is near and dear to her heart because she grew up in Hunter's View and Bernal Dwellings. At Bernal, many people from the outside came in to try and tell the residents what the Housing Authority was going to do. To the residents of Hunter's View, Ms. Hill-Brown encouraged them not to let anyone divide them. Stick together and send one message. This RFQ

was submitted three years ago and the board had been working with the SFHA since then. Ms. Hill-Brown stated that when she addressed the Commission in early April, she told the SFHA that the information needed to go to all of the residents. Ms. Hill-Brown said that she stands for the residents and if the SFHA was not giving all of the information to the residents, then she didn't want to be a part of it. Information has been going to all of the residents and in the interim, other people had been putting out other information to keep the residents confused on the process. Stick together is what Ms. Hill-Brown told the residents. We live in public housing developments. A project is something that has not been completed. If a person is working with residents, they would know that this is a development. If a person wanted to see the residents come out in numbers and he or she is in the neighborhood organizing, then get the information out. Town hall meetings have been held where only 15 have come. Newsletters pertaining to the RFQ and the whole history of Hunter's View have been sent. The seniors that raised her fought to have revitalization in Hunter's View because they stuck together. Ms. Hill-Brown encouraged the residents of Hunter's View to stick together and send one message.

Commissioner A. Brown asked if he could comment on this subject. Mr. Fortner replied that it was not on the agenda. President G. Brown said that this topic was covered under New Business and Commissioner comments would be heard then.

*Briana Reed, Parliamentarian of the Tenant Association at Hunter's View* stated that there had been observations that the residents of Hunter's View were not represented at the meeting, but a great part of Hunter's View are seniors. Many seniors don't have transportation to these meetings. It would be nice if they could come, but they don't get any help with services. There are SFHA vans and buses and perhaps they could pick up some of the seniors and transport them down here to be involved in the meetings. Another concern was the evictions. Ms. Reed said that on Tuesday were about fifteen evictions in Hunter's View and the people that were evicted had no clue of what was going on. The evicted people were pulled out of their houses, locked out, with their children, and sat on their porches. Ms. Reed said that she knows there is a better way to deal with humans. People with their babies couldn't even get in to retrieve bottles, asthma pumps, diapers, or a change of underwear. It is unfair housing and she thought it was supposed to be fair housing. Ms. Reed said that she believed the vote should be postponed and assistance should be given to get to the meetings. If transportation assistance is not possible, Ms. Reed suggested the meeting be brought to Hunter's View because they do have a lot to say.

*Kathy Profit* stated that she lived in Hunter's View and was being evicted from her unit. Her son does not live in the unit with her and is not on her lease. In December of 1997, Ms. Profit said that she lost a granddaughter in a tragic fire in the building that she lives in. This has been emotionally traumatizing for her family. Ms. Profit said that her son was caught in a situation with a firearm. Ms Profit said that she tried to work something out with the SFHA, but the SFHA would not allow it. Ms. Profit said that she is on the lease with her granddaughter and she didn't understand why the SFHA would not allow it except for her son being in a lawsuit with the SFHA. Ms. Profit said that all she is requesting is that she is permitted to stay in her unit with her granddaughter. She has been in Hunter's View all her life and moved in when she was

four years old and she has no where to go. Ms. Profit asked for the opportunity to abandon her son from her unit and enter a settlement agreement with the SFHA.

*Lawonda Morris* stated that she had a lot of tragedy going on in West Point. Ms. Morris said that she had made police reports and gotten restraining orders. Every time she would go outside, girls wanted to fight her and they broke out the windows. Ms. Morris said that she asked the SFHA for help. Albert Hartdige and Anthony Ihejeto said they would help her and she left her home. Ms. Morris had the unit boarded up so the people would stop stealing her stuff. Ms. Morris moved to Oakland to live with her sister and wait for a transfer or to be relocated. When she came back for help, she found her house empty and everything thrown away. She said that the SFHA claimed the house was abandoned, but she didn't abandon the unit. The house was boarded up because she was supposed to receive help. The house was unboarded by the SFHA for someone that she didn't know claiming she received permission to reside there from the SFHA while Ms. Morris was in Oakland. Ms. Morris said that she came back from Oakland, now homeless, with five children and the SFHA claims that the unit was abandoned. Ms. Morris said that Albert and Anthony knew that it wasn't her fault, but they refuse to give her the unit back.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5224

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE SAN FRANCISCO HOUSING AUTHORITY'S GENERAL LIABILITY INSURANCE AND EXECUTE A PURCHASE ORDER FOR PAYMENT TO THE HOUSING AUTHORITY RISK RETENTION GROUP IN AN AMOUNT NOT TO EXCEED $1,187,966.00

Tim Larsen, Attorney in the Office of General Counsel presented the resolution. Mr. Larsen stated that the current policy was scheduled to expire on October 1, 2005 and is currently with the Housing Authority Risk Retention Group that presented earlier. In 1987, the SFHA became a part of HARRG because of the insurance climate for PHA's in the United States. Currently, the SFHA has a renewal quote for property damage, bodily injury, law enforcement, public officials, errors and omissions, non-owned and hired automobiles, employee benefits, lead based paint, and employment practices. All coverages and deductibles are identical to the previous year. Over the last year, approximately 31 claims were submitted to HARRG. In the year prior, 51 claims were submitted to HARRG. As a result, the renewal quote is almost $40,000 less and if we renew with HARRG, the SFHA would receive a $33,000 dividend. The total savings to the SFHA will be $71,629.65. The SFHA and residents will benefit with insulation from liability, thereby protecting SFHA funding to provide safe, sanitary and decent housing for the residents.

Commissioner A. Brown moved to approve Resolution No. 5224. Commissioner Palega seconded the motion. The motion to approve Resolution No. 5224 was unanimously passed.

Resolution No. 5225

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AN EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT WITH THE DEVELOPMENT TEAM OF RIDGEPOINT NON-PROFIT HOUSING CORPORATION, THE JOHN STEWART COMPANY, AND DEVINE & GONG INC. FOR THE REVITALIZATION OF THE CAL 1-18(3), HUNTERS VIEW PUBLIC HOUSING SITE

Barbara Smith, Administrator for Housing Development and Modernization, presented the resolution. Ms. Smith stated that the RFQ process had been accelerated since the Mayor gave his State of the City address in October of 2004 and announced his intentions of pursuing a local HOPE VI initiative to revitalize public housing sites such as Hunter's View. Since that time the SFHA has been working closely with the Redevelopment Agency, the Mayor's Office of Housing, and the Hunter's View residents to select a qualified development team as a partner for this process. Ms. Smith announced that Matthew Franklin of the Mayor's Office of Housing was present as well as a representative from the Redevelopment Agency, Dave Pierson of the Head Start Facilities Management, the President of the Tenant's Association at Hunter's View, Monica Autry, Tessie Esther couldn't make it, Dorothy Smith, and Vera Kennedy were present. Representatives from the development companies were also present. Ms. Smith stated that this resolution would enable the SFHA to finally begin the planning process for the revitalization of the Hunter's View property.

This team has extensive experience in working in the Hunter's View Bay Point community and building affordable housing, including public housing, and leveraging financing of all types. Ms. Smith stated that there are no plans as of yet. This is the first step in a very long process. There will be no plans until the SFHA works with the Hunter's View residents, surrounding communities, city agencies, public agencies, community organizations, and the development team. If the ENRA negotiations are successful, the executive director will return to the Commission for approval to execute the exclusive negotiating rights agreement. This would enable the SFHA to begin negotiations on a more detailed disposition and development agreement along with all other related documents. The purpose of the ENRA is to spell out the objectives of the Authority in this process; to permit both parties to fully determine the feasibility of the proposed project; to commence the environmental review processes; and to set forth the parties' understanding of the major terms and conditions to be included in a subsequent Disposition and Development Agreement between the Authority and the Developer, including roles and responsibilities, financing and compensations.

Ms. Smith said that she would not detail the current conditions of the site because she believed everyone was familiar with them. The residents could be living in new housing with updated systems. The conditions would be safe, well-designed, with amenities. All of the public housing units, affordable housing, and possible market rate housing would cover the cost of rebuilding the public housing. An absolute requirement is the one for one replacement of all public housing

units. This would be a requirement of all agreements. Also, it is hoped that there would be additional affordable housing for San Franciscan low-income families. Any plans would include housing for family and seniors. Homeownership would include some housing for first-time homebuyers. This process will improve the living conditions of all Hunter's View residents including the disabled, by providing a safe and healthy environment with brand new housing and amenities, accessible paths of travel to units and accessible units. Hunter's View has no accessible units for the disabled. Due to the terrain and site configuration, it is virtually impossible to make those kinds of modifications. This would enhance the surrounding neighborhood since Hunter's View is the gateway to the Hunter's Point neighborhood.

The Authority issued the RFQ in July of 2003 with a submittal date of September 30, 2003. One statement of qualifications was received from a highly qualified team based on the assessment by staff, the Authority, the Mayor's Office of Housing, and the Redevelopment Agency. The evaluation panel individually reviewed the written statements of qualification that were submitted. Staff checked the references provided by each firm and provided the results to the evaluation panel members. Each respondent was scored against the criteria in the memo and then the scores were tallied. After the interviews, the evaluation panel prepared a final evaluation and scoring to acknowledge that the development team is qualified to enter into exclusive negotiations based on their outstanding qualifications. The criteria of the request for qualifications weighed very heavily on the team's actual experience in building affordable and public housing. The evaluation criteria also weighed very heavily on the staff members assigned to ensure that actually had experience in working with residents, communities and housing authorities and had professional degrees. A small percentage of the points were given to some basic preliminary concepts. Resident involvement would increase as time goes on and there are opportunities to hire residents and work with them through this process. One other proposal was received from Habitat for Humanity to build a few home ownership units on the site. It is hoped that their proposal could be incorporated into this larger revitalization plan. The team received an overall score higher than 85. The evaluation panel members included the Hunter's View Tenant Association President – Monica Autry, Hunter's View resident – Vera Kennedy, the Deputy Administrator for the Office of Fair Housing for the SFHA, community liason and provider of many Head Start programs – Dave Pearson, Senior Project Manager from the Mayor's Office of Housing – Joan MacNimera, Deputy Director of the SF Redevelopment Agency – Olson Lee, and the SFHA Planning and Program Development Manager/Architect. Based on the scoring, it was determined that the Ridgepoint Non-Profit Housing Corporation, the John Stewart Company, and Divine and Gong were highly qualified for the revitalization process.

The firms have significant prior experience with public housing agencies, financial institutions, community groups, and public housing residents. They have extensive affordable housing development experience and have successfully completed several HOPE VI mixed-finance revitalization efforts. All three firms are local. Ridgepoint Non-Profit Housing Corporation is based in the Bayview Hunters Point community where they have been committed to improving the neighborhood for the past 35 years. As developer of Ridgeview Terrace and Jackie Robinson Apartments, they provide insight into the housing market in Bay View Hunters Point.

The John Stewart Company's strength in this joint venture lies in its roots as a manager of more than 250 developments of all types, income levels, and tenure. As developer of Mercy Family Plaza, Del Norte Place, Villages at Treasure Island and North Beach Place, they have developed a deep sensitivity to low- and very-low income residential management issues and the nuances of residential marketing in San Francisco.

Devine & Gong, Inc. has provided development and financial consulting services to developers of affordable housing for 18 years. The firm also has experience with the development of large complex multi-family projects including a very large HOPE VI development in Seattle, Washington and others in the state of California.

There is no funding required with this action. The Development team has agreed to hire public housing residents to meeting or exceeding the 25% requirement. The development team also committed to meeting or exceeding the 20% MBE/WBE participation goals. Ms. Smith stated that staff recommended approval of the resolution. Ms. Smith introduced Matthew Franklin, Director of the Mayor's Office of Housing to address the Commission.

Mr. Franklin applauded the Commission, residents and staff of the Housing Authority for continuing to explore opportunities to revitalized distressed public housing in a HOPE VI type model. The Mayor has been impressed as well as the entire community of San Francisco, with the success of the SFHA in prior similar efforts. Despite the number of units in the Southeast sector of the city, there has not been an opportunity for a similar investment in revitalization. Mr. Franklin stated that the Mayor's Office of Housing and the Mayor's Office were there to support the Commission, residents and staff in any way that they could as the process continued.

Olson Lee, Deputy Executive Director of the San Francisco Redevelopment Agency addressed the Commission. Mr. Lee stated that as a member of the reviewing team he wanted to provide his view of the qualifications of the selected development team. Mr. Lee said that he found them to be very competent in developing the affordable housing at Hunter's View. One of the issues in looking at the quality of the developer was their past track record. Clearly, the John Stewart company is familiar to the SFHA because of their work at North Beach Place. The characteristic John Stewart stressed in their interview was their commitment to the overall involvement of the residents. The John Stewart Company encouraged the residents of Hunter's View to talk to the residents of North Beach about this issue and the many meetings to include the wants and needs of the residents. At this point, there is no plan because it is very early in the process. One thing that was considered was whether the developer had a previous successful process in creating affordable housing and replacement units. Mr. Lee asked the Commissioners to keep in mind that the Redevelopment Agency is looking at plans to revitalize the rest of that area and Hunter's View. One of the key goals is the replacement of all public housing units and the creation of more affordable housing and these developers have a proven track record of doing so. The Redevelopment Agency would be a partner in looking at collaborating to create more affordable housing in the Southeast Sector.

Commissioner A. Brown stated that in all likelihood, he would support this measure, but his overall concern was the big picture of there being safe, commodious, and attractive housing in this city for all peoples, especially African-Americans who have been disproportionately underserved. Commissioner A. Brown said that Kaiser went south back in the 1940s to find cheap labor to work here in the shipyards. Others came as longshoremen, and some on the railroads. In 1940, the African-American population was only 4,000 out of 650,000 people in the city. From 1943-1973, the population of African-Americans increased to almost 100,000 people because they were recruited and needed to perform cheap labor. As it has been referenced by three speakers that about 35,000 African-Americans have been lost by the city since 1970. The exact facts are that in Bay View Hunters Point the Asian population is 27%, the African-American population is 24%. There was a time when 60% of the African-American homeownership was 60% in Bay View but that area has become so gentrified that now where there was 60% homeownership by African-Americans, they are not even the majority minority population. In the Western Addition where the Fillmore, Jazz district is, after the Redevelopment Agency came along 30-40 years ago, an unfortunate effect was left. Now African-Americans are only 14% in this area, Asians 14% and Whites 45%. Commissioner A. Brown said that when he came to San Francisco in 1976, on Easter, Christmas and Mother's Day, chairs had to be put down for overflowing crowds. In the gymnasium, youth assembly building, the sanctuary was packed. People were everywhere. For the last ten to twelve years, not one chair had to be assembled for overflow crowds. The same is happening in Bay View Hunters Point. The population has been gentrified. Commissioner A. Brown said that he wanted to paint the picture so that people could understand why he was giving his vote, but with qualification. Commissioner A. Brown said that it just didn't make sense for one ethnic group to lose and go down while others go up, and the remainders maintain their homes. "Something is rotten in Denmark," commented Commissioner A. Brown. One group suffers, loses and mysteriously can't hold it's own. Commissioner A. Brown quoted Langston Hughes saying, "I swear to the Lord I still can't see, why democracy means everybody but me." If the SFHA is going to proceed with this development, we have the moral responsibility to reflect and remember that in the process the faith community was not included in the review. No one from the African-American faith community was included and African-Americans are the most religious people in the world and go to church on Sunday morning more than anyone in the country. This constituency was ignored. Secondly, the confusion at meetings and people not showing up to the meetings depends on the process. He was hopeful that the residents received quality information and invitation to the meeting.

Commissioner A. Brown said that he believed that there was another developer capable of being a big partner besides the John Stewart Company. The John Stewart Company has done 250 developments. Last week there were problems with the Marcus Garvey and Martin Luther King developments and Commissioner A. Brown said that he found it very interesting that the only company the Redevelopment Agency could find to take care of it was the John Stewart Company. If the SFHA does not make sure that African-Americans get back into the Hunters View development, it will become a part of the problem of the further dislocation of African-Americans from this city. The SFHA will be guilty of what happened in South Africa, District 6, when Black Africans were moved out in droves.

Commissioner Palega stated that he had brought up some questions during the committee meeting, but was assured that they would be addressed during the negotiation process. Commissioner Palega said that he agreed with Commissioner A. Brown and the people need to fight hard to get back into the development. Everyone knows that the Hill has perfect scenery for the million dollar homes but the sad part is that many cannot afford that. Commissioner Palega said that he raised the same concerns as Commissioner A. Brown at the committee meeting regarding the minority population returning and the relocation process involved.

President G. Brown said that one of the questions at the committee meeting concerned the RFQ. The RFQ was released as a solicitation for all SFHA property revitalization and other development companies responded to the RFQ. Each one chose a certain segment of the city that they wanted to develop. Ms. Smith confirmed that President G. Brown's statement was accurate. Ms. Smith said that each developer picked a site and in only a few cases did a developer choose the same site. President G. Brown asked how many responded to Hunters View. Ms. Smith replied that two developers responded. One was Habitat For Humanity, to build a few first-time homebuyer units. They did not want to revitalize the whole site. The SFHA hopes that their proposal will be incorporated into the currently proposed negotiations. President G. Brown said that the Development Committee understood that there would be mixed views from the residents and outside forces influencing the opinion of the community. As the committee listened to all of the information, the committee decided to recommend that the project be awarded to this development group.

Commissioner A. Brown moved to approve Resolution No. 5225. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5225 was passed unanimously.

Resolution No. 5226

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F. W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000.00

Steve Haines, Construction Services Manager for the Housing Development and Modernization presented the resolution. Mr. Haines introduced Carlos Hutchinson, and Ed Wong. Mr. Hutchinson was F.W. Associates current resident employee. Mr. Haines reported that the current electrical engineering consultant contract is expiring after successful completion of the assigned tasks. Ten major design assignments were completed, including hardwired smoke detector systems, emergency generators, exterior security lighting, the fire alarm system, and miscellaneous electrical repairs. The planned capital work requiring electrical engineering services includes the same type of work previously completed for other sites. The Authority also needs to have consultants under contract in order to be able to react quickly to any emergency situations that may arise. Mr. Haines stated that the memo included the specifics of the type of

work to be completed by the Authority or outside contractors. If the contract is approved the Authority would continue to have quality engineering services, to comply with all Federal, State and City Codes and Regulations, and residents will have opportunity for training and employment.

Mr. Haines stated that the procurement for this contract was an RFQ process. Four statements of qualifications were received on the due date. Based on the evaluation criteria, F.W. Associates was the highest ranked firm. F. W. Associates had the previous contract with the Authority and staff was quite satisfied with their performance. F. W. Associates, Inc. is a local firm of twenty people and successfully completed previous contracts with the City in addition to the SFHA. Funding for this contract is immediately available and the SFHA has negotiated hourly rates listed in the confidential attachment. There was about a 2% increase in their fees over the last contract, but consistent with the rates paid to contractors. The service term would be for two years unless the assigned tasks were finished sooner. As far as resident employment was concerned, Mr. Haines highlighted Carlos Hutchinson hired by F.W. Associates as a CAD trainee to fulfill the SFHA requirement. Shortly after hiring Mr. Hutchinson, the firm increased his hours to 40 per week, which he has been working for almost nine months now. The firm looks forward to continuing his employment whether the contract is awarded or not. Mr. Haines concluded that staff recommended approval of this resolution.

Commissioner Palega asked if the resident had prior CAD experience or was he placed in an apprenticeship situation. Mr. Haines stated that the resident was an apprentice and he would need another year to be employed in another engineering or architectural firm.

President G. Brown asked Mr. Hutchinson to address the Commission. President G. Brown asked Mr. Hutchinson where he started with the program and where is he now. Mr. Hutchinson responded that he learned a little about computers by going through the SFHA computer program to learn the basics. Mr. Hutchinson said that the opportunity was great for him and that he's learned a lot. He said that he was still learning, but things were getting easier every day. President G. Brown asked if he was employed before this opportunity. Mr. Hutchinson said that he's always worked since he was 18. He used to drive trucks and decided to go in a totally different direction.

Commissioner Riley moved to approve Resolution No. 5226. Commissioner A. Brown seconded the motion. The motion to approve Resolution No. 5226 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

*Pat Smiley* was not present to address the Commission.

*Marcos Castillo* was not present to address the Commission. *Rene Avila* spoke on his behalf. Ms. Avila stated that they lived in Mission Terrace and that Victor Bernal has been a great help as a resident custodian. Mr. Bernal is a hard worker, and they would hate to see him go.

*Jonathan North* stated that he lived at Mission Terrace. Mr. North said that he had an idea to give the residents of his building a computer and DSL line. For the most part the response was to give the service to their children, but the idea was to communicate amongst each other. Mr. North made the point that the hours a monitor would work for free compared to someone making minimum wage for the same hours would not sit well with HUD.

*Leslie Clark* stated that he was the new President of the Sally Burton Tenant Association at 430 Turk Street. Mr. Clark said that many seniors and disabled people have leaned on the resident custodians for things other than just cleaning. To have him removed from the premises would not be good because a lot of the tenants have a personal relationship with them and don't need it to be disturbed. Mr. Clark requested that this measure not be taken.

13. COMMISSIONER COMMENTS AND REPORTS

There were no Commissioner comments or reports.

14. CLOSED SESSION

A Closed session was scheduled with the Executive Director and Agency Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation. The Commission went into Closed session at 6:04 p.m.

15. RECONVENING OF COMMISSION MEETING

The Commission reconvened from closed session at 7:00 p.m. Ms. Martin stated that after discussing pending and potential litigation the Commission did not reach any decisions and no vote was taken. The Commission was updated.

16. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Palega moved to adjourn the meeting and Commissioner A. Brown seconded the motion. President G. Brown adjourned the regularly scheduled meeting of August 11, 2005, at 7:01 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

**SAN FRANCISCO HOUSING AUTHORITY**
**440 Turk Street • San Francisco CA • 94102 • (415) 554-1200**

# NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, AUGUST 25, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

## AGENDA
**August 25, 2005**

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1. ROLL CALL

   *George R. Brown, President*
   *Betty J. Smith, Vice President*
   *Sululagi Palega, Sr., Commissioner*
   *Neola Gans, Commissioner*
   *Rev. Amos Brown, Commissioner*
   *Rev. George Woodruff, Commissioner*
   *Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - August 11, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

   - Independent Auditor's Report FY2004

6. COMMITTEE REPORTS

   Diversity Committee – No Meeting
   Finance Committee – No Meeting
   Personnel Committee – No Meeting
   Development Committee – No Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR AGREEMENT WITH MORRIS, DAVIS & CHAN, LLP, TO PROVIDE ANNUAL INDEPENDENT AUDITING SERVICES FOR THE SAN FRANCISCO HOUSING AUTHORITY

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

**SAN FRANCISCO HOUSING AUTHORITY**
**440 Turk Street • San Francisco CA • 94102 • (415) 554-1200**

Agenda

# NOTICE

## CANCELLATION OF AUGUST 25, 2005 COMMISSION MEETING

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cancelled

THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, SCHEDULED FOR AUGUST 25, 2005, HAS BEEN CANCELED.

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GREGG FORTNER, SECRETARY/ EXECUTIVE DIRECTOR

**SAN FRANCISCO HOUSING AUTHORITY**
**440 Turk Street • San Francisco CA • 94102 • (415) 554-1200**

# NOTICE

A SPECIAL MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON **THURSDAY, SEPTEMBER 8, 2004 AT 4:00 P.M.**
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

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## AGENDA
**September 8, 2005**

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1. ROLL CALL

   *George R. Brown, President*
   *Betty J. Smith, Vice President*
   *Sululagi Palega, Sr., Commissioner*
   *Neola Gans, Commissioner*
   *Rev. Amos Brown, Commissioner*
   *Rev. George Woodruff, Commissioner*
   *Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

   NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment the public will have the opportunity to comment on items not on the agenda.*

4. NEW BUSINESS

   (A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PROVIDE PREFERENCE TO HOUSE THE VICTIMS (PUBLIC HOUSING AND SECTION 8 PARTICIPANTS) OF HURRICANE KATRINA WITHOUT REGARD TO JURISDICTION

5. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

# SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94102 • (415) 554-1200


# NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, SEPTEMBER 8, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

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## AGENDA
**September 8, 2005**


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1. ROLL CALL

   *George R. Brown, President*
   *Betty J. Smith, Vice President*
   *Sululagi Palega, Sr., Commissioner*
   *Neola Gans, Commissioner*
   *Rev. Amos Brown, Commissioner*
   *Rev. George Woodruff, Commissioner*
   *Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - August 11, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

   - Independent Auditor's Report FY2004

6. COMMITTEE REPORTS

   Diversity Committee – No Meeting
   Finance Committee – No Meeting
   Personnel Committee – No Meeting
   Development Committee – No Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR AGREEMENT WITH MORRIS, DAVIS & CHAN, LLP, TO PROVIDE ANNUAL INDEPENDENT AUDITING SERVICES FOR THE SAN FRANCISCO HOUSING AUTHORITY

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A PURCHASE ORDER TO PAY THE HOUSING AUTHORITY RISK RETENTION GROUP GENERAL LIABILITY DEDUCTIBLES FOR THE 2005-2006 POLICY YEAR IN AN AMOUNT NOT TO EXCEED $250,000

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

# SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • (415) 554-1200

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**DATE:** August 11, 2005

**TO:** San Francisco Housing Authority Commissioners

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner
Irene Yee Riley, Commissioner

**FROM:** Gregg Fortner, Secretary/Executive Director

**SUBJECT:** **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR AGREEMENT WITH MORRIS, DAVIS & CHAN, LLP, TO PROVIDE ANNUAL INDEPENDENT AUDITING SERVICES FOR THE SAN FRANCISCO HOUSING AUTHORITY**

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## PURPOSE

This Resolution authorizes the Executive Director to enter into a two-year agreement with Morris, Davis, & Chan, LLP (MDC), to provide independent auditing services, pursuant to U.S. Department of Housing and Urban Development (HUD) regulations, for the San Francisco Housing Authority (SFHA) for the fiscal years ending September 30, 2005, and September 30, 2006.

## OVERVIEW/BACKGROUND

The HUD regulations require every public and Indian housing authority to conduct an annual independent audit of its financial records. The annual independent audit must conform to the generally accepted government auditing standards established by the U.S. General Accounting Office's Government Auditing Standards (1994), the Single Audit Act Amendment of 1996, the provisions of the U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations of 1997*, and the Government Accounting Standards Board statements and technical bulletins. The certified public accounting firm of MDC has performed the annual independent audit for the SFHA for the past eight fiscal years starting in FY1997.

**PROCUREMENT PROCESS**

A Notice of Intent to solicit Requests for Proposals (RFP) from qualified firms to provide annual auditing services for the SFHA was circulated on May 2, 2005 and advertised extensively in various business publications with a closing date of May 31, 2005. The solicitation was also made available in the SFHA and the City and County of San Francisco websites. Fourteen (14) solicitations were e-mailed directly to audit firms listed in our database of existing and/or potential vendors.

A total of three (3) firms submitted written proposals by the May 31, 2005 closing date. These firms, in alphabetical order, were:

- Clifton Gunderson LLP,
- Morris, Davis & Chan, LLP and
- Tokunbo P. Oke-Bello, CPA,

The first phase of the selection process consisted of an initial evaluation and assessment of the written proposals and oral presentation by a Selection Panel of three qualified financial personnel. The three members of the Selection Panel were:

- Virgilio Chua, Accounting Manager, Chairperson, SFHA
- Herbert Lum, Acting Deputy Department Administrator, SFHA
- Robert Michaels, Accounting Officer, Oakland Housing Authority

These panelists were provided with copies of the RFP's and the firms' written proposals and were asked to prepare an evaluation score sheet based on established criteria. Then, the panelist prepared a separate evaluation sheet for a final review of their qualifications, personal interview and presentations. Each firm's written and presentation scores were averaged together to derive a "combined" score.

The three-member Selection Panel used the following criteria for scoring the most responsive bidders:

| | |
|---|---|
| • Firm's background and qualifications to express opinion on general purpose financial statements | 30% |
| • Firm's previous auditing experience with large PHAs and HUD REAC | 30 |
| • Firm's ability, capacity and flexibility in qualified staff and other resources | 20 |
| • Length and depth of experience with HUD and REAC reporting standards | 10 |
| • MBE/WBE participation and resident hiring | 10 |
| TOTAL = | 100% |

The average final scores and ranking of the three respondents as recommended by the Selection Panel are the following:

| | | |
|---|---|---|
| 1. | Morris, Davis & Chan, LLP | 88 |
| 2. | Clifton Gunderson LLP | 87 |
| 3. | Tokunbo P. Oke-Bello, CPAs | 67 |

The proposed fees of the audit firms were not taken into consideration in evaluating their technical qualifications. The second phase of the selection process consisted principally of a separate review of the cost of the audit services. The Executive Director evaluated the bid costs in relation to the recommendation of the Selection Panel.

Based on the reasonableness of their proposed fees, previous satisfactory audit services, and reasonable audit completion timetable due to their familiarity with the accounting procedures in SFHA, the members of the Selection Panel decided to propose awarding the contract to Morris, Davis & Chan, LLP.

The procurement process for actions covered by this Resolution meet the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 Rev. 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the SFHA Procurement Policy Manual, and the State of California and local laws.

**ANTICIPATED OUTCOME**

MDC will test, review and report on the SFHA's internal controls and its compliance with applicable laws and regulations on all major programs, and will audit the SFHA's accounts, records and general purpose financial statements in conformity with generally accepted accounting principles for the twelve (12) month periods ending September 30, 2005 and September 30, 2006. This financial audit shall be sufficient in scope to enable MDC to express an opinion on the SFHA's financial statements, including the Schedule of Expenditures of Federal Awards and Financial Data Schedule of the audited financial statements; reports on internal controls and program compliance and reporting in conformity with Government Accounting Standards Board (GASB) Statement No. 34.

The independent audit report shall be issued by April 30, 2006, for the fiscal year ending September 30, 2005, and April 30, 2007, for the fiscal year ending September 30, 2006. Upon issuance of the independent audit report, a Data Collection Form will be prepared for submittal to the U.S. Department of Commerce and an electronic submission and attestation of the audit report will be provided for the HUD Real Estate Assessment Center. Copies of the independent audit report will also be distributed to all appropriate governing and regulatory bodies.

**WHO BENEFITS**

The SFHA will benefit from an independent testing, review, oversight, and reporting of its annual financial statements, internal controls and program operations in addition to complying with HUD's and other federal regulatory requirements. Further, MDC, as the SFHA's independent public accountant, serves as a check and balance to the Finance Department and other SFHA organizational units, and is solely accountable to the Commission and Executive Director in reporting any audit findings and/or situations noted.

**BUDGET CONSIDERATIONS**

Funds to cover the cost of the two annual audits are available in the Low Income and Section 8 Operating Budgets. All independent audit costs are one hundred percent (100%) reimbursable by HUD.

**RESIDENT EMPLOYMENT**

The firm of MDC is committed to actively recruit, hire and train two (2) positions from a pool of qualified residents furnished by the SFHA who possess four-year college degrees in Accounting and a minimum of two years of auditing experience. There are normally two to three field auditors assigned in each fiscal year's six-month audit engagement period. If a qualified field auditor is not available from the resident pool, MDC is prepared to hire and train a qualified resident for support services in its Oakland home office.

**MBE/WBE STATUS**

Morris, Davis & Chan, LLP is an MBE certified firm and maintains affirmative action opportunities in its hiring and promotional practices.

**RECOMMENDATION**

I recommend that the attached resolution be approved, authorizing the execution of a two-year agreement with the certified public accounting firm of Morris, Davis & Chan, LLP, to provide annual independent auditing services to the San Francisco Housing Authority.

**RESOLUTION NO:** 5228
**ADOPTED:** 9/8/05

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR AGREEMENT WITH DAVIS & CHAN, LLP, TO PROVIDE ANNUAL INDEPENDENT AUDITING SERVICES FOR THE SAN FRANCISCO HOUSING AUTHORITY**

**WHEREAS,** the Authority is required by the U.S. Department of Housing and Urban Development (HUD) to conduct yearly independent audits in accordance with the generally accepted auditing standards; and

**WHEREAS,** the Authority desires to enter into a new agreement to cover Annual Auditing Services for the fiscal years ending September 30, 2005 and September 30, 2006; and

**WHEREAS,** the certified public accounting firm of Morris, Davis & Chan, LLP, responded to the Authority's Request for Proposals and was selected as the best and most qualified bidder; and

**WHEREAS,** the certified public accounting firm of Morris, Davis & Chan, LLP, proposed a reasonable audit fee based on the scope of services; and

**WHEREAS,** the procurement process for those actions covered by this Resolution meet the procurement standards of 24 CFR 85.36 *Procurement*, HUD Handbook 7460.8 REV 1, *Procurement Handbook for Public Housing Agencies and Indian Housing Authorities*, the San Francisco Housing Authority's Procurement Policy Manual, and the State of California and local laws; and

**WHEREAS,** funds to cover the cost of annual independent auditing service are available in the Authority's program budgets: Low Income Operating Budget and Section 8 Operating Budget, and are fully reimbursable by HUD.

**NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:**

1. The Executive Director is authorized to enter into a two-year Agreement Morris, Davis, & Chan, LLP, to provide annual independent auditing services for the San Francisco Housing Authority for FY2005 and FY2006.
2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin
Donna Martin, General Counsel

Date: August 8, 2005

REVIEWED BY:

Gregg Fortner, Executive Director

Date: 8/8/05

B

# SAN FRANCISCO HOUSING AUTHORITY

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**TO:** SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

**FROM:** Gregg Fortner, SECRETARY/EXECUTIVE DIRECTOR

**DATE:** September 1, 2005

**SUBJECT:** **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A PURCHASE ORDER TO PAY THE HOUSING AUTHORITY RISK RETENTION GROUP GENERAL LIABILITY DEDUCTIBLES FOR THE 2005-2006 POLICY YEAR IN AN AMOUNT NOT TO EXCEED $250,000.00.**

---

**OVERVIEW:**

The Authority, by Resolution No. 5224, dated August 11, 2005, accepted general liability insurance coverage through HARRG. Under the terms and conditions of the policy, each claim submitted for handling has a deductible of at least $25,000.00, which the Authority is obligated to pay. Accordingly, this resolution is being presented to the Commission to authorize the Executive Director to pay the General Liability deductibles for the 2005-2006, policy period in an amount not to exceed $250,000.

**PRESENT SITUATION:**

Currently, the Authority has $250,000.00 budgeted for this expense. The funds will be paid out of the 2005-2006 Low-Income Operating budget as well as the Section 8 Budget. Last policy year, the Authority paid out approximately $245,000 and the year prior the Authority paid $231,083.00.

**WHO BENEFITS:**

The Authority benefits because deductible payments are issued on a monthly billing basis and this resolution will reduce administrative costs.

**RECOMMENDATION:**

It is recommended that this resolution be approved giving authorization to the Executive Director to execute a purchase order made payable to the Housing Authority Risk Retention Group in an amount not to exceed $250,000.00.

RESOLUTION NO.: 5229
DATE ADOPTED: 9/8/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A PURCHASE ORDER TO PAY THE HOUSING AUTHORITY RISK RETENTION GROUP GENERAL LIABILITY DEDUCTIBLES FOR THE 2005-2006 POLICY YEAR IN AN AMOUNT NOT TO EXCEED $250,000.00

WHEREAS, the Housing Authority of the City and County of San Francisco ("the Authority") by Resolution No. 3006, dated May 28, 1987, accepted membership into the Housing Authority Risk Retention Group ("HARRG") for the provisions of general liability insurance; and

WHEREAS, Resolution 5224, dated August 11, 2005, approved renewal of the Authority's general liability coverage with HARRG for the 2005-2006 policy period; and

WHEREAS, the Authority's policy with HARRG requires the agency to pay a deductible of at least $25,000.00 for each liability claim it submits for handling by HARRG during the 2005-2006 policy period; and

WHEREAS, funding for the payment is available from the Authority's Low-Income Operating Budget and the Section 8 budget for the fiscal year 2005-2006;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is hereby authorized to execute a purchase order to pay the Housing Authority Risk Retention Group general liability deductibles for the 2005-2006 policy year in an amount not to exceed $250,000.00

2. This resolution shall take effect October 1, 2005.

APPROVED AS TO FORM AND LEGALITY:

DONNA MARTIN
General Counsel

9/21/05
DATE

REVIEWED BY:

GREGG FORTNER
Executive Director

9/2/05
DATE

# HOUSING AUTHORITY
# OF THE
# CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, September 8, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, September 8, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:31 p.m.

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *George R. Brown, President*
*Betty J. Smith, Vice President*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

ABSENT: *Sululagi Palega Sr., Commissioner*

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
*Ms. Donna Martin, General Counsel*

2. APPROVAL OF AGENDA

Vice President Smith moved to approve the agenda. Commissioner Riley seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Commissioner Gans moved to approve the minutes of August 11, 2005. Commissioner A. Brown seconded the motion. The motion to approve the minutes of August 11, 2005, was unanimously passed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the first items in the Commission's folders were the Commission Request Log, the Vacancy Report and the Shooting Incident Report. The fourth document concerned labor and wage compliance of contractors that do business with the SFHA. The next document was produced at the request of Commissioner Palega and concerned past disputes that may have been at the Bernal Dwellings HOPE VI site between laborers and plumbers. The SFHA discovered that there was no dispute and that the situation was worked out between the SFHA and the respective labor unions. The last document was requested by Commissioner A. Brown and concerned the racial demographics of the housing wait list for the Housing Opportunities for People With AIDS.

Commissioner A. Brown asked about the timeline concerning the painting of Robert. B. Pitts.

**[ERROR IN THE RECORDING]**

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

***Diversity Committee***
No report.

***Finance Committee***
No report.

***Personnel Committee***
No report.

***Development Committee***
No report.

7. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel stated that she had no report. There would not be a closed session.

8. TENANT REPRESENTATIVE REPORT

***City Wide Council - Senior/Disabled***

*William Vitalie, President of the City Wide Council – Senior/Disabled* expressed disagreement to the SFHA's decision to remove the resident custodians from their units.

***Public Housing Tenants Association (PHTA)***

No representative was present.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on items on the agenda.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5228

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR AGREEMENT WITH MORRIS, DAVIS & CHAN, LLP, TO PROVIDE ANNUAL INDEPENDENT AUDITING SERVICES FOR THE SAN FRANCISCO HOUSING AUTHORITY

Charles Francis, Finance Administrator explained the RFQ procurement process detailing how Morris, Davis & Chan, LLP was chosen to be the most qualified for the contract. Subsequent to the review, the cost proposals were opened. Mr. Francis distributed the confidential cost proposals to the Commissioners. Mr. Francis stated that the lowest rated firm had the lowest price and were non-responsive because he didn't think they would be able to serve the needs of the SFHA. Mr. Francis stated that the selection process was already completed before he was hired by the SFHA, but he was concerned with only receiving three bids after sending out fourteen solicitations. Discussions were had about proceeding with making financial reports a management tool. Morris, Davis & Chan answered all of Mr. Francis' questions satisfactorily and he determined that they are a highly competent firm that he looked forward to working with should this contract be authorized. Mr. Francis said that he and the firm discussed staffing issues and Morris, Davis & Chan agreed to put in a fresh team so there would be new perspectives but the same partners would oversee it. Mr. Francis recommended approval of the resolution.

Commissioner Woodruff asked if the firm had found any tenants of the SFHA that met their criteria for employment. Mr. Francis stated that over the last eight years of being under contract with the SFHA, they had not found anyone to meet their qualifications and he asked them if they would lower their expectations of who to hire and to explore the option of clerical work. Morris, Davis & Chan said that they are amenable to accommodating that. Commissioner Woodruff asked if the firm would train a resident for an auditing, accounting or higher level position. Mr. Chan said that they are amenable to that concept also and still have the position available to hold for an SFHA tenant. Mr. Fortner said that he thought the Commission would feel more

comfortable with the firm taking the two years under contract to train an SFHA tenant for the position. Commissioner Woodruff reiterated his point that the company should find ways to train someone for a higher end job. Mr. Francis agreed with Commissioner Woodruff and said he had been working with other public agencies to develop a mentoring program that tenants could participate in, be trained, and serve as a pool of resources for contracts.

Commissioner A. Brown also agreed and suggested that the firm establish a scholarship program so that a tenant could have an opportunity to become an accountant. Mr. Francis mentioned involving other agencies as resources for scholarships, but Commissioner A. Brown said that he was leery about that because tenants could get caught up in the bureaucracy of already established agencies and encouraged trying a new method from within the community to accomplish this goal.

President G. Brown commented that when he was growing up the most important thing was having a job and that was enough to set him in the right direction. President G. Brown said that it was disappointing that in all the time that they've had this contract that the firm didn't consider even hiring a summer student. Mr. Chan said that he would be more than happy to mentor the person.

Commissioner Woodruff moved to approve Resolution No. 5228. Commissioner A. Brown seconded the motion. The motion to approve Resolution No. 5228 was unanimously passed.

Resolution No. 5229

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A PURCHASE ORDER TO PAY THE HOUSING AUTHORITY RISK RETENTION GROUP GENERAL LIABILITY DEDUCTIBLES FOR THE 2005-2006 POLICY YEAR IN AN AMOUNT NOT TO EXCEED $250,000

Tim Larsen, Attorney in the Office of General Counsel presented the resolution. Mr. Larsen explained that the SFHA is responsible for the first $25,000 of every claim submitted to HARRG. Last year, $245,000 was paid in deductibles and in the year prior to that, $231,000 was paid in deductibles. The Authority and residents would benefit from this resolution by diminishing administrative costs and pay the deductibles as they arise. Mr. Larsen stated that staff recommended passing the resolution.

Commissioner Woodruff asked if $250,000 was enough. Mr. Larsen stated that in the previous year and this one, the number of liability claims was relatively the same so staff anticipated that $250,000 would be sufficient.

Vice President Smith moved to approve Resolution No. 5229. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5229 was unanimously passed.

President G. Brown inquired if Morris, Davis & Chan could be required to report back in six months as to their progress in finding a resident employee. Mr. Fortner stated that in two months the firm would be required to submit their plan and in six months, a report on how that plan has been implemented.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Walker Dukes, Mission Dolores
Patricia Smiley, Representing Tenant Custodians
JL Presentine, JFK Towers
Alexander Volovik
Michael Theriault, S.F. Building Trades
Vera Stewart, Rosa Parks
Jan Allen, Rosa Parks
John Garel, JFK Towers
Mirna Escobar, Woodside Gardens
Aimee Hunter, Mission Dolores
Bert Conoil, 3850 18th Street
Jackie Sachs, 2698 California Street
Reine Avila, Mission Terrace
Shawn Bartlett
Sharon Hewitt, CIAER
Carlos Soto, 255 Dorland Street
Carol Lange, Mission Terrace
Olga Alfaro, 255 Dorland Street

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner A. Brown commended Mr. Fortner for his leadership in welcoming the victims of Hurricane Katrina. He corrected a speaker that came forth and referred to Public Housing as the projects and clarified that this is a pejorative term that should not be used to describe the Public Housing developments. Commissioner A. Brown encouraged people to be more aware of their words and to join the SFHA in welcoming the possible new residents from the Gulf Coast area. Commissioner A. Brown said that it greatly concerned him and that he hoped that the SFHA could get to the bottom of the allegation that there are persons supposedly disabled, but really on drugs and causing pain and trauma for seniors. Everything that can be, should be done to ensure that the seniors do not live in a state of fear. Commissioner A. Brown said that he wanted to address the concerns of the seniors in the proper forum to give them the assistance they need to feel secure versus being in a state of stress.

Commissioner Woodruff stated that he was committed to examining the ordeal of the resident custodians to determine whether there is a positive alternative. Commissioner Woodruff assured the tenants that they were not going unheard by the Commission.

President G. Brown stated that their comments were not falling on deaf ears. The Commissioners have discussed the issue but are restricted on what they can publicly say. President G. Brown said that should a disaster occur locally, the safety of the seniors could definitely be an issue.

14. ADJOURNMENT

There being no further business to come before the Commission, President G. Brown adjourned the regularly scheduled meeting of September 8, 2005, at 6:01 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

**SAN FRANCISCO HOUSING AUTHORITY**
**440 Turk Street • San Francisco CA • 94112 • (415) 554-1200**

# NOTICE

## ANNUAL MEETING

THE ANNUAL MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION WILL
BE HELD ON THURSDAY, SEPTEMBER 8, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

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**A G E N D A**
**September 8, 2005**

1. ROLL CALL

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*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. ELECTION OF OFFICERS

- PRESIDENT
- VICE PRESIDENT

4. ADJOURNMENT

The regularly scheduled meeting of the Commission will follow the adjournment of the Annual Meeting

GREGG FORTNER, SECRETARY/ EXECUTIVE DIRECTOR

# HOUSING AUTHORITY
# OF THE
# CITY AND COUNTY OF SAN FRANCISCO

Minutes of Annual Meeting
Thursday, September 8, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in an annually scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, September 8, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:06 p.m.

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *George R. Brown, President*
*Betty J. Smith, Vice President*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner (arrived at 4:08 p.m.)*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

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annual
meeting

ABSENT: *Sululagi Palega Sr., Commissioner*

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
*Ms. Donna Martin, General Counsel*

2. APPROVAL OF AGENDA

Commissioner Woodruff moved to approve the agenda. Commissioner Riley seconded the motion. The motion to approve the agenda was unanimously passed.

3. ELECTION OF OFFICERS

Commissioner Woodruff moved to nominate President G. Brown for president. Vice President Smith seconded the motion. President G. Brown asked if there were any further nominations. Hearing none, President G. Brown closed the nominations for president.

Commissioner Gans moved to nominate Vice President Smith for vice president. Commissioner Woodruff seconded the motion. President G. Brown asked if there were any further nominations. Hearing none, President G. Brown closed the nominations for vice president.

Executive Director, Gregg Fortner stated that a call for the vote was in order and usually, the General Counsel would facilitate this.

[Commissioner A. Brown arrived to the meeting.]

Donna Martin asked if there were no further nominations for the office of president. Hearing none, Ms. Martin stated that there was one nominee for the office of president, Commissioner George Brown and called for the vote. President G. Brown was duly reelected president of the Commission by a unanimous vote.

Ms. Martin stated that the Commission would now vote for the vice president and asked if there were any further nominations. Hearing none, Ms. Martin stated that there was one nominee for the office of vice president, Commissioner Betty Smith. Ms. Martin called for the vote. Vice President Smith was duly reelected vice president of the Commission by a unanimous vote.

4. ADJOURNMENT

There being no further business to come before the Commission, President G. Brown adjourned the annually scheduled meeting of September 8, 2005, at 4:10 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

Agenda

# NOTICE

## CANCELLATION OF SEPTEMBER 22, 2005 COMMISSION MEETING

THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, SCHEDULED FOR SEPTEMBER 22, 2005, HAS BEEN CANCELED.

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GREGG FORTNER, SECRETARY/ EXECUTIVE DIRECTOR

# SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94102 • (415) 554-1200


# NOTICE

A SPECIAL MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON **TUESDAY, SEPTEMBER 27, 2005 AT 3:00 P.M.**
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

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**A G E N D A**
**September 27, 2005**


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1. ROLL CALL

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

4. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW PROPERTY INSURANCE WITH HOUSING AUTHORITY PROPERTY INSURANCE IN AN AMOUNT NOT TO EXCEED $884,407.00

5. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

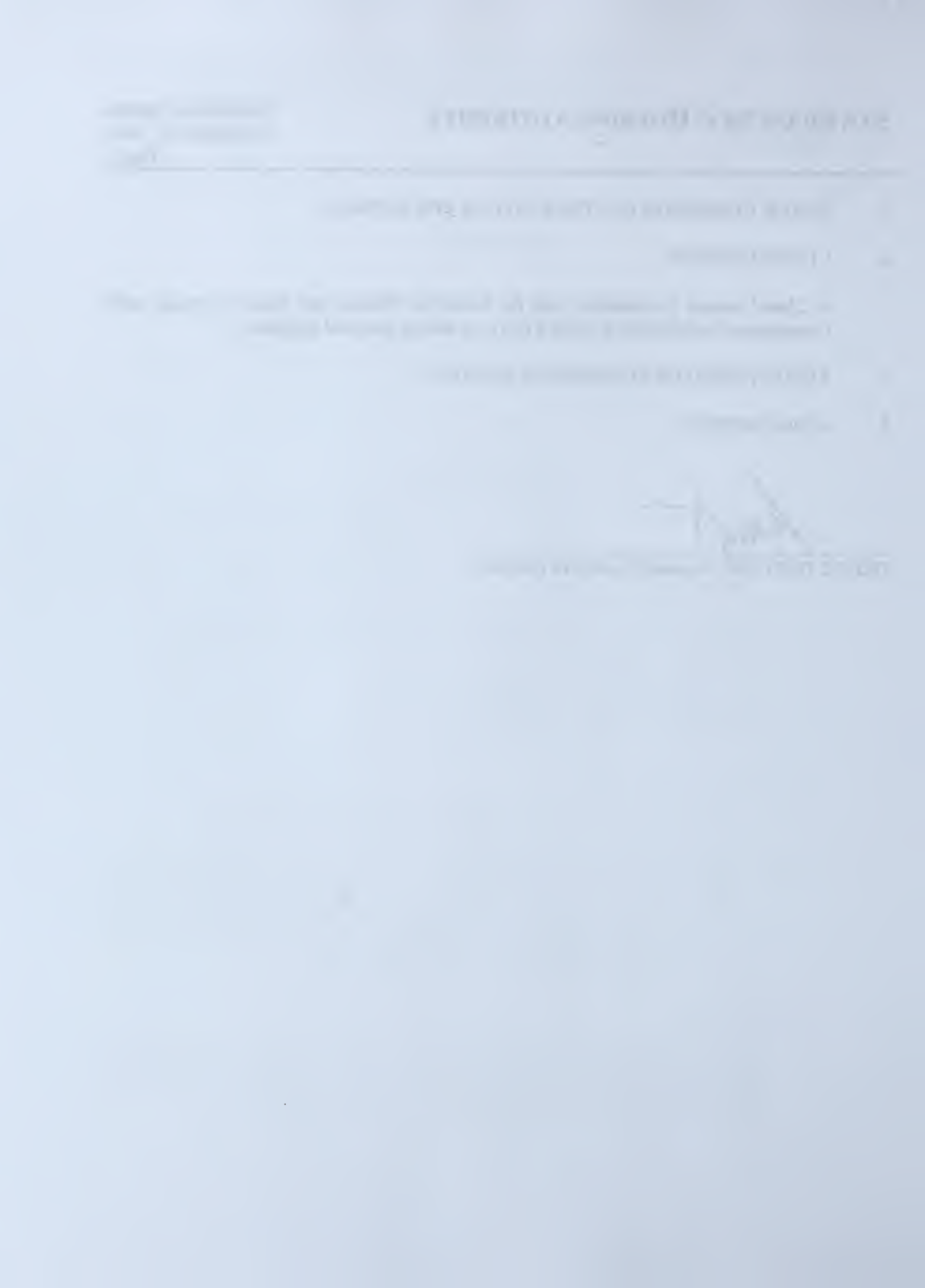
6. CLOSED SESSION

   A Closed session is scheduled with the Executive Director and Agency Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation.

7. RECONVENING OF COMMISSION MEETING

8. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director



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# SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco, California • 94102 • (415) 554-1200

**DATE:** September 22, 2005

**TO:** **SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS**

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

**FROM:** Gregg Fortner, Secretary/Executive Director

**SUBJECT:** RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE PROPERTY INSURANCE WITH HOUSING AUTHORITY PROPERTY INSURANCE IN AN AMOUNT NOT TO EXCEED $884,407.00

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**OVERVIEW:**

The San Francisco Housing Authority's ("Authority") property insurance coverage is up for renewal for the 2005-2006 policy period. This resolution seeks approval for the Executive Director to renew property insurance with Housing Authority Property Insurance, Inc. ("HAPI") in an amount not to exceed $884,407.00.

Pursuant to Section 305, Part Two of the Annual Contributions Contract, dated August 27, 1964, as amended between the Authority, the City and County of San Francisco, and the U.S. Department of Housing and Urban Development ("HUD"), the Authority is required to insure its interests against risks associated with its particular type of operation, public housing.

Congress enacted the Risk Retention Amendments of 1986 ("the Act"), codified at 15 U.S.C., sections 3901-3906, authorizing the formation of risk retention groups by governmental entities such as public housing authorities. Additionally, because of the difficulty many housing authorities have in finding insurance in the open market, HUD Directive Number 965.205 provides that public housing authorities may acquire insurance from non-profit insurance groups without fulfilling the competitive bidding requirements of the HUD Handbook 7460.8.

**OBJECTIVE:**

The objective is to obtain property insurance coverage for the 2005-2006 policy period.

**PRESENT SITUATION:**

The Authority's current premium is $801,904.00, with a $25,000 deductible.

Overall, the Authority had as many losses in 2004-2005 as it did in 2003-2004. Unfortunately, one of the losses was substantial, 951 Eddy Street[1]. The carrier, because of the Authority's loss ratio, has agreed to renew our coverage, but at a 10.4% increase over last year's premium, $884,407.00, and with a $50,000 deductible.

**WHO BENEFITS:**

The Authority and the residents benefit from having property insurance. Additionally, HAPI has well-trained staff geared to the unique issues of the industry and will be providing risk management training in the near future.

**RECOMMENDATION:**

It is recommended that the Authority renew coverage with Housing Authority Property Insurance, Inc.

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[1] Preliminary estimates for re-construction are between 1.5 and 2.0 million dollars.

RESOLUTION NO.: 5230
DATE ADOPTED: 9/27/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE PROPERTY INSURANCE WITH HOUSING AUTHORITY PROPERTY INSURANCE IN AN AMOUNT NOT TO EXCEED $884,407.00

WHEREAS, Section 305, Part Two of the Annual Contributions Contract dated August 27, 1964, as amended, between the Housing Authority of the City and County of San Francisco ("the Authority") and the U.S. Department of Housing and Urban Development ("HUD") requires the Authority to insure its interest against risks associated with its particular type of operation; and

WHEREAS, HUD Directive Number 965.205 ("Directive") allows PHAs to acquire insurance from non-profit insurance groups without fulfilling the competitive bidding requirements of the HUD Handbook 7460.8; and

WHEREAS, the Housing Authority Property Insurance, Inc. ("HAPI") is a nationwide insurance provider meeting the requirements of the Directive; and

WHEREAS, by Resolution No. 5179, dated August 26, 2004, the Authority renewed coverage with HAPI; and

WHEREAS, HAPI submitted a quote for renewal for the Authority's property insurance for the 2005-2006 policy period; and

WHEREAS, insurance on all property owned and operated by the Authority is a necessary and required expense; and

WHEREAS, the Authority's policy is due to expire on October 1, 2005; and

WHEREAS, funding for the insurance services described herein is available as part of the Authority's Low-Income Operating Budget and Section 8 Budget;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is hereby authorized to renew coverage with Housing Authority Property Insurance, Inc. in an amount not to exceed $884,407.00.

2. This resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin
DONNA MARTIN
General Counsel

9-23-05
DATE

REVIEWED BY:

GREGG FORTNER
Executive Director

9/23/05
DATE

# HOUSING AUTHORITY
# OF THE
# CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting
Tuesday, September 27, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in an annually scheduled meeting at 440 Turk Street, San Francisco, California on Tuesday, September 27, 2005, at 3:00 p.m.

President Brown called the meeting to order at 3:08 p.m.

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *George R. Brown, President*
*Betty J. Smith, Vice President*
*Neola Gans, Commissioner*
*Sululagi Palega Sr., Commissioner*
*Rev. Amos Brown, Commissioner (Arrived during Closed Session)*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

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ABSENT:

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
*Ms. Donna Martin, General Counsel*

2. APPROVAL OF AGENDA

Commissioner Woodruff moved to approve the agenda. Vice President Smith seconded the motion. The motion to approve the agenda was unanimously passed.

3. PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

4. NEW BUSINESS

Resolution No. 5230

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW PROPERTY INSURANCE WITH HOUSING AUTHORITY PROPERTY INSURANCE IN AN AMOUNT NOT TO EXCEED $884,407.00

Tim Larsen, Attorney in the Office of General Counsel presented the resolution. Mr. Larsen stated that the objective was to obtain property insurance for the 2005 – 2006 policy period. The present situation is that HAPI currently insures the SFHA for $801,904 with a $25,000 deductible. Overall the SFHA did well with respect to the number of losses. Unfortunately, the SFHA suffered a big loss at 951 Eddy Street. The end result is that all the work has not been completed and the estimated cost to remodel the building is between $1.5 million and $2 million. This means that HAPI is taking almost a $1.2 million loss for the FY 2004-2005. As a result the SFHA is not as desireable as the previous year. Therefore, HAPI is offering an increased premium amount and raised the deductible to $50,000. Mr. Larsen stated that the insurance is up on October 1, 2005, but due to the SFHA loss history, the SFHA went before the board of the Housing Authority Property Insurance Group and the quote was just approved the week before. Mr. Larsen said that staff recommended approval of the resolution.

Commissioner Riley asked if the SFHA investigated what other companies had to offer. Mr. Larsen answered that over the last two years the SFHA had went into the open market, but the market is very tight for housing authorities in general. Past experience is that no one has been interested in underwriting SFHA properties. HUD recognizes that it is difficult for housing authorities to obtain coverage and allows exception in the bidding process for insurance.

Commissioner Woodruff asked if the deductible was negotiable. Mr. Larsen answered no.

Vice President Smith asked if a tenant destroys SFHA property would it be covered under this insurance. Mr. Larsen replied that all of the claims submitted in the last year were for fires. Some of the fires were caused by tenants, and those claims were submitted to HAPI.

Vice President Smith moved to approve Resolution No. 5230. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5230 was unanimously passed.

5. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments on items not on the agenda.

6. CLOSED SESSION

A Closed session was scheduled with the Executive Director and Agency Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation. The Commission went into Closed Session at 3:17p.m.

7. RECONVENING OF COMMISSION MEETING

The Commission reconvened from the Closed Session at 5:18 p.m. Donna Martin, General Counsel stated that pending litigation was discussed, no decisions were made and no votes were taken. Mr. Fortner added that the Commission recommended that the SFHA seek an opinion from the City Attorney.

8. ADJOURNMENT

There being no further business, President G. Brown adjourned the Special Meeting of September 27, 2005 at 5:19 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

# NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, OCTOBER 13, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

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**A G E N D A**
**October 13, 2005**

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1. ROLL CALL

   *George R. Brown, President*
   *Betty J. Smith, Vice President*
   *Sululagi Palega, Sr., Commissioner*
   *Neola Gans, Commissioner*
   *Rev. Amos Brown, Commissioner*
   *Rev. George Woodruff, Commissioner*
   *Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - September 8, 2005 Regular Commission Meeting
   - September 8, 2005 Annual Commission Meeting
   - September 8, 2005 Special Commission Meeting
   - September 27, 2005 Special Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – No Meeting
   Finance Committee – No Meeting
   Personnel Committee – No Meeting
   Development Committee – No Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH KITECH SECURITY SYSTEM, INC. FOR A FIRE ALARM AND DETECTION SYSTEM AT CAL 1-31, 25 SANCHEZ STREET, IN AN AMOUNT NOT TO EXCEED $177,850.00

(B) RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEIGHBORHOOD REPRESENTATIVE TO THE PLAZA EAST HOUSING CORPORATION BOARD OF DIRECTORS

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS REQUIRED TO RESTORE THE FIRE DAMAGED CAL 1-39 (B) 951 EDDY STREET PROPERTY, INCLUDING THE PROCUREMENT AND EXECUTION OF ALL NECESSARY CONTRACTS FOR SERVICES, WITH COSTS ESTIMATED TO BE UP TO $1,800,000 TO BE PAID BY THE AUTHORITY'S INSURANCE CARRIER

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

# SAN FRANCISCO HOUSING AUTHORITY

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DATE: October 13, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH KITECH SECURITY SYSTEM, INC. FOR A FIRE ALARM AND DETECTION SYSTEM AT CAL 1-31, 25 SANCHEZ STREET, IN AN AMOUNT NOT TO EXCEED $177,850**

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## OVERVIEW

This resolution authorizes the Executive Director to enter into a contract with Kitech Security System Inc. for a new Fire Alarm and Detection System at CAL 1-31, 25 Sanchez Street. The four-story Sanchez building was constructed in 1972 and contains 90 senior and disabled dwelling units.

The fire alarm system has been malfunctioning for several years, resulting in frequent false alarms to the agitation and complaints of the Fire Department. Costly temporary fixes only help for a short period of time. Complete replacement of the existing system is necessary in order to provide a reliable fire alarm and fire detection system.

## OBJECTIVES

The objective of the resolution is to authorize the Executive Director to enter into a contract for replacement of the fire alarm and detection system at CAL 1-31, 25 Sanchez Street.

Work under this contract will generally include, but not be limited to, the following:

1. Installation of new fire alarm panel, remote annunciator panel, smoke and heat detectors, pull stations, audible and visual alarms.

2. Installation of new raceway, wiring, programming and testing.
3. Removal of the existing fire alarm system.

**ANTICIPATED OUTCOMES**

Replacement of the malfunctioning and outdated 33 year old fire alarm and detection system will enhance the safety and welfare of our residents, and will comply with Fire Department mandates, and current codes. The Authority's Maintenance Department will be relieved of frequent calls for restoration of the failing fire alarm system. Kitech Security System Inc. will provide a 2-year guarantee for materials and workmanship in compliance with Authority standards.

**WHO BENEFITS**

The residents will benefit from improved life safety conditions. The Authority will benefit by reduce operating and maintenance costs. The Authority's property investment will be preserved and enhanced. The project will also provide employment and training for a public housing resident under the resident hiring requirements.

**PROCUREMENT**

The Authority issued Solicitation No. 05-620-IFB-007 on July 11, 2005, following review and approval of the solicitation by the Finance and Procurement & Contracts (Procurement) Departments. The procurement process for the action covered by this resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws.

The Housing Development & Modernization Department (HD&Mod) developed the Invitation for Bid documents, Plans, and Specifications based on master procurement documents furnished by Procurement and construction documents (drawings and technical specifications) furnished by the Authority's electrical engineering consultant, F.W. Associates. The documents were reviewed and approved by Procurement prior to the start of the bid process.

The Authority advertised for bidders and outreached to potential bidders as follows:

**Past Bidders List, Contractors Blue Book & Yellow Pages**: The Authority e-mailed, faxed, or mailed its Invitation for Bid advertisement to one hundred twenty-six (126) individual contractors from the Authority's Past Bidders List, the Contractors Blue Book and Telephone Directory Yellow Pages.

**HRC:** The Authority e-mailed, faxed or mailed its Invitation for Bid advertisement to thirty-three (33) Disadvantaged Business Enterprise (DBE) contractors listed by the San Francisco Human Rights Commission.

**Labor Unions:** The Authority mailed its Invitation for Bid Documents and Plans & Specifications to the:

- San Francisco Buildings Trade Council,
- Local Union 6, International Brotherhood of Electrical Workers

**Newspapers:** The Authority publicly advertised its Invitation for Bid advertisement in the following newspapers:

- Daily Pacific Builder, (trade publication)
- San Francisco Bay View, (African American community)
- World Journal, (Asian American Community)
- Sun Reporter, (African American community)
- Small Business Exchange, (MBE/WBE and DBE community)

**Additional Newspapers**: The Authority e-mailed its Invitation for Bid advertisement to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:

- El Latino (Hispanic American community),
- El Reportero (Hispanic American community),
- Asian Week (Chinese American community),
- Chinese Times (Chinese American community),
- San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
- San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

**Public Agency Websites**: The Authority e-mailed its Invitation for Bid advertisement to the following agencies who placed the advertisement in their website bulletin boards:

- San Francisco Housing Authority ,
- City and County of San Francisco (City Purchasing Department),
- California State Contracts Register (Office of Small Business Certification and Resources),
- Small Business Administration's PRO-Net (Office of Government Contracting & Minority Enterprise Development).
- U.S. Department of Commerce's BIDNET (Minority Business Development Agency)

**Builders Exchanges**: The Authority sent its Invitation for Bid Documents, Plans & Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:

- San Francisco Builders Exchange,
- Peninsula Builders Exchange,
- Builders Exchange of Alameda County,
- Santa Clara Builders Exchange,
- Contra Costa Builders Exchange,
- BV2HP Builders Exchange,
- MECA Builders Exchange (member base composed of small DBE, M/WBE firms),
- Marin Builders Exchange,
- Construction Data Plan Room,

Five (5) potential bidders requested the Invitation for Bid documents and Plans & Specifications that were issued by HD&Mod. The on-site bid walk was conducted by HD&Mod on July 28, 2005. In attendance were two (5) contractors along with the Authority's Consultant, and Authority staff members.

## BIDDER SELECTION PROCESS

On the closing date for the solicitation, August 11, 2005, the Authority received bids from four (4) responsive contractors and one (1) non-responsive contractor. The bid documents were publicly opened and read aloud. The submittal documents were reviewed by HD&Mod and forwarded to Procurement for review and approval to prepare this resolution. The Contractors' bids are as follows:

### RESPONSIVE BID PROPOSALS

| Bidder | Bid Proposal | 25% Resident Hiring | Contractor MBE/ WBE | Sub Contractors / Suppliers | MBE/WBE Sub Contractor % Of Total Job | Total MBE/ WBE |
|---|---|---|---|---|---|---|
| Kitech Security System | $177,850 | Yes | Yes | Three | 20% | 100% |
| Fire Detection Unlimited | $188,474 | Yes | No | Two | 0% | 0% |
| Security Electric | $197,900 | Yes | No | Two | 13% | 13% |
| Bay Area Electric Company | $199,000 | Yes | No | Two | 0% | 0% |

### NON-RESPONSIVE BID PROPOSALS

| Bidder | Bid Proposal | 25% Resident Hiring | Contractor MBE/ WBE | Sub Contractors / Suppliers | MBE/WBE Sub Contractor % Of Total Job | Total MBE/ WBE |
|---|---|---|---|---|---|---|
| Au Electric Corporation | $158,800 | Yes | No | Four | 22% | 22% |

Au Electric Corporation was declared non-responsive by the Authority's Procurement Department, which was confirmed by the Authority's Legal Department. Au Electric conditioned their bid noting on the Form of Bid that they had excluded certain costs. Such a note renders the bid non-responsive.

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest responsive, and responsible bidder. Based on the above, the lowest responsive, and responsible bidder is Kitech Security System. The bid submitted by Kitech Security System is 2.4% lower than the cost estimate. Upon request, Kitech Security System reviewed their bid and informed Procurement that they stood by their bid.

According to the reference check on past projects performed by Kitech Security System, the firm

is a responsible contractor with a good record. Kitech Security System has performed similar size projects for the San Francisco Housing Authority and other public agencies and has a good history of performing well, and of minimizing contractor initiated change orders. A debarment check was made and shows that Kitech Security System is not debarred from Federal Procurement and Non-Procurement work.

**BUDGET CONSIDERATION**

The Fire Alarm and Detection System work will be funded by the Year 2004 Capital Fund Program budget.

**RESIDENT HIRING**

Kitech Security System is committed to exceeding the 25 percent resident hiring goal on this job. The contractor estimates that it will take about 1,200 hours to complete the project, of which a minimum 325 hours will be resident hire employment. They are pursuing one (1) position for resident hiring as an apprentice electrician. They have prepared a job description and submitted it to the Authority's Resident Employment Specialist.

**MBE/WBE PARTICIPATION**

Kitech Security System has achieved 100 percent MBE participation. FDC Construction is a MBE/WBE firm as are their three subcontractors who have 20% of the work.

**RECOMMENDATION**

Staff recommends approval of the Resolution.

(Prepared by Francis Eng, Robert Dahlstrom and Barbara Smith)

RESOLUTION NO. 5231
ADOPTED 10/13/05

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH KITECH SECURITY SYSTEM, INC. FOR A FIRE ALARM AND DETECTION SYSTEM AT CAL 1-31, 25 SANCHEZ STREET, IN AN AMOUNT NOT TO EXCEED $177,850**

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**WHEREAS,** The San Francisco Housing Authority publicly advertised Solicitation No. 05-620-IFB-007 for a Fire Alarm and Detection System at CAL 1-31, 25 Sanchez; and

**WHEREAS**, Kitech Security System submitted the lowest responsive and responsible bid of $177,850 to provide for the Fire Alarm and Detection System at CAL 1-31, 25 Sanchez; and

**WHEREAS**, these services are necessary to protect the health and safety of residents, reduce maintenance costs and preserve the Authority's real property assets; and

**WHEREAS**, funding is available through the HUD 2004 Capital Fund Program; and

**WHEREAS**, the procurement process for those actions covered by this resolution meet the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and State of California and local laws; and

**WHEREAS**, all additional relevant documents submitted by the low bidder have been reviewed and found to be in order; and

**WHEREAS**, Kitech Security System will meet the Resident Hiring requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:**

1. The Executive Director is authorized to enter into a contract with Kitech Security System, Inc. for a Fire Alarm and Detection System at CAL 1-31, 25 Sanchez, in an amount Not-To-Exceed $177,850.
2. This Resolution shall take effect immediately.

**APPROVED AS TO FORM AND LEGALITY:** **REVIEWED BY:**

Donna Martin
DONNA MARTIN, General Counsel

Date: 10-4-05

GREGG FORTNER, Executive Director

Date: 10/7/05

# SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200


## CERTIFICATE

I, George R. Brown, duly elected President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on October 13, 2005:

**RESOLUTION NO. 5231**

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH KITECH SECURITY SYSTEM, INC. FOR A FIRE ALARM AND DETECTION SYSTEM AT CAL 1-31, 25 SANCHEZ STREET, IN AN AMOUNT NOT TO EXCEED $177,850.00

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

**FOR ADOPTION:**
George R. Brown
Betty J. Smith
Neola Gans
Rev. George Woodruff
Rev. Amos Brown
Irene Yee Riley

**OPPOSED:**
Sululagi Palega, Sr.

**ABSENT (EXCUSED):**

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: November 10, 2005.

George R. Brown, President
SFHA Commission

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**SAN FRANCISCO HOUSING AUTHORITY**
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

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**DRAFT**

DATE: October 13, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS REQUIRED TO RESTORE THE FIRE DAMAGED CAL 1-39 (B) 951 EDDY STREET PROPERTY, INCLUDING THE PROCUREMENT AND EXECUTION OF ALL NECESSARY CONTRACTS FOR SERVICES, WITH COSTS ESTIMATED TO BE UP TO $1,800,000 TO BE PAID BY THE AUTHORITY'S INSURANCE CARRIER**

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## OVERVIEW

This resolution authorizes the Executive Director to take all actions required to restore the fire damaged CAL 1-39 (B), 951 Eddy Street building, including the procurement and contract administration for services funded by insurance proceeds that may be necessary to complete the repair. The four-story 951 Eddy Street building was constructed in 1900 and contains 26 family and disabled dwelling units. The building was completely restored 5 years ago after an earlier fire. In March 2005 the building again suffered damage from a fire in one of the light wells and resulting fire-fighting efforts to extinguish the fire. Repair costs are covered under the Authority's fire insurance policy.

## OBJECTIVES

The objective of the resolution is to authorize the Executive Director to take all actions that may be required to complete fire damage repairs at 951 Eddy Street in consultation with the Authority's insurance carrier and paid for by insurance proceeds. Actions may include, but are not limited to, assessments of damage, cost estimates for negotiations, detailed construction documents and contracts for repairs. Repairs will generally include work to make the building structurally sound,

winterize the building and restore elevator service. Interior finishes, such as plaster, millwork, cabinetwork, flooring and electrical wiring will then be repaired or replaced.

**ANTICIPATED OUTCOMES**

The actions authorized by this Resolution will enable the Authority's real property asset, a historically significant building, to be restored with insurance proceeds and to be made ready for re-occupancy in an expeditious manner.

**WHO BENEFITS**

The Authority will benefit since the actions authorized by this Resolution will prevent further damage to the building and restore all fire related damage. Residents will benefit by being able to reoccupy the structure in an expedited timeframe.

**PROCUREMENT**

All solicitations will be reviewed and approved by the Finance and Procurement & Contracts (Procurement) Departments and administered in accordance with the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws.

**BUDGET CONSIDERATION**

The Fire Damage Repair work will be funded by the estimated $1,800,000 in fire insurance proceeds.

**RESIDENT HIRING**

All repair work will include requirements for compliance with the Authority's minimum 25 percent resident hiring goal.

**MBE/WBE PARTICIPATION**

All repair work will include requirements for compliance with the Authority's MBE/WBE participation goal.

**RECOMMENDATION**

Staff recommends approval of the Resolution.

(Prepared by Francis Eng, Robert Dahlstrom and Barbara Smith)

RESOLUTION NO. 5232
ADOPTED 10/13/05

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS REQUIRED TO RESTORE THE FIRE DAMAGED CAL 1-39 (B) 951 EDDY STREET PROPERTY, INCLUDING THE PROCUREMENT AND EXECUTION OF ALL NECESSARY CONTRACTS FOR SERVICES, WITH COSTS ESTIMATED TO BE UP TO $1,800,000 TO BE PAID BY THE AUTHORITY'S INSURANCE CARRIER**

**WHEREAS,** in March 2005, the San Francisco Housing Authority's property at 951 Eddy Street, CAL 1-39 (B), was damaged by a fire in one of the light wells and fire-fighting efforts to extinguish the file;

**WHEREAS**, these repairs are necessary to: (1) restore the building to the condition it was in after comprehensive rehabilitation in 2000, (2) provide healthy and safe housing for residents, and (3) preserve the Authority's real property assets;

**WHEREAS**, repair costs, estimated at $1,800,000, and most other related losses, are covered under the Authority's fire insurance policy; and

**WHEREAS**, the Executive Director will procure and execute all contracts and services which may be necessary for the repair of 951 Eddy Street in consultation with the Authority's insurance carrier.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:**

1. The Executive Director is authorized to take all actions required to restore the fire damaged CAL 1-39 (B) 951 Eddy Street property, including the procurement and execution of all necessary contracts for services, with costs estimated to be up to $1,800,000 to be paid by the Authority's Insurance carrier.

2. This resolution shall take effect immediately.

**APPROVED AS TO FORM AND LEGALITY:** **REVIEWED BY:**

Donna Martin
DONNA MARTIN, General Counsel

Date: 10/07/05

GREGG FORTNER, Executive Director

Date: 10/7/05

# SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200


## CERTIFICATE

I, George R. Brown, duly elected President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on October 13, 2005:

**RESOLUTION NO. 5232**

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS REQUIRED TO RESTORE THE FIRE DAMAGED CAL 1-39 (B) 951 EDDY STREET PROPERTY, INCLUDING THE PROCUREMENT AND EXECUTION OF ALL NECESSARY CONTRACTS FOR SERVICES, WITH COSTS ESTIMATED TO BE UP TO $1,800,000 TO BE PAID BY THE AUTHORITY'S INSURANCE CARRIER

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

**FOR ADOPTION:**

George R. Brown
Betty J. Smith
Sululagi Palega, Sr.
Neola Gans
Rev. George Woodruff
Rev. Amos Brown
Irene Yee Riley

**OPPOSED:**

**ABSENT (EXCUSED):**

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: November 10, 2005.

George R. Brown, President
SFHA Commission

# HOUSING AUTHORITY
# OF THE
# CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, October 13, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, October 13, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:04 p.m.

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega Sr., Commissioner (arrived at 4:17 p.m.)*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

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10/13/05

ABSENT:
A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
*Ms. Donna Martin, General Counsel*

2. APPROVAL OF AGENDA

Executive Director Gregg Fortner asked for the removal of Item 11 B from the agenda because the resident nominated was not able to attend the Commission meeting. Commissioner Woodruff moved to approve the agenda as amended. Commissioner A. Brown seconded the motion. The motion to approve the agenda as amended was unanimously passed.

3. APPROVAL OF MINUTES

Commissioner Gans moved to approve the minutes of the Regular Commission Meeting of September 8, 2005. Vice President Smith seconded the motion. The motion to approve the minutes of the Regular Commission Meeting of September 8, 2005, was unanimously passed.

Commissioner Gans moved to approve the minutes of the Annual Commission Meeting of September 8, 2005. Commissioner A. Brown seconded the motion. The motion to approve the minutes of the Annual Commission Meeting of September 8, 2005, was unanimously passed.

Vice President Smith moved to approve the minutes of the Special Commission Meeting of September 8, 2005 with the corrections of Commissioner Riley. Vice President Smith seconded the motion. The motion to approve the minutes of the Special Commission Meeting of September 8, 2005, as corrected, was unanimously passed.

Vice President Smith moved to approve the minutes of the Special Commission Meeting of September 27, 2005. Commissioner Gans seconded the motion. The motion to approve the minutes of the Special Commission Meeting of September 27, 2005, was unanimously passed.

4. GENERAL COMMUNICATIONS
5. REPORT OF SECRETARY

Executive Director, Gregg Fortner stated that the first items in the Commission's folders were the Commission Request Log, the Vacancy Report and the Shooting Incident Report. The fourth document was the Hunter's View Development Community Newsletter. The last document pertained to the final color selection for the Robert B. Pitts comprehensive painting and miscellaneous interior improvements contract. The colors were more in line with the scheme previously described by Commissioner A. Brown. Mr. Fortner then asked the Commission to consider canceling the last meetings in November and December due to the holidays. This could be addressed at the next Commission meeting.

Commissioner Woodruff asked if the newsletter only covered Hunter's View and whether other properties have a newsletter. Belinda Jeffries answered that the newsletter only covered Hunter's View and the Office of Fair Housing was distributing the newsletter to all developments. Commissioner Woodruff commended Ms. Jeffries and said that he hoped that all developments would get a newsletter because it was good information that would benefit everyone.

Vice President Smith asked if Ms. Jeffries could help develop a newsletter for the seniors because she had the same idea. Ms. Jeffries stated that it was an excellent idea and that she would work with Vice President Smith.

Commissioner Gans stated that a while ago, she was asked to be interviewed, and wanted to know if it was for the newsletter. Ms. Jeffries replied that this was an excellent idea and the staff wanted to get more community input in the newsletter. Commissioner Gans said that she available anytime for an interview.

President G. Brown asked who puts the information together. Ms. Jeffries answered that Kimberly Hill-Brown, Marie Swanson and several others work on other developments. President G. Brown asked how the newsletter is received. Ms. Jeffries answered through the mail.

President G. Brown announced that Commissioner Palega had arrived to the meeting.

President G. Brown then entertained a motion to cancel the November 24, 2005 and December 22, 2005 Commission Meetings. Vice President Smith moved to cancel the November 24, 2005 and December 22, 2005 Commission Meetings. Commissioner Riley seconded the motion. The motion to cancel the November 24, 2005 and December 22, 2005 Commission Meetings was unanimously passed.

6. COMMITTEE REPORTS

***Diversity Committee***
No report.

***Finance Committee***
No report. Mr. Fortner said that a Finance Committee meeting would be scheduled before the first meeting in November.

***Personnel Committee***
No report.

***Development Committee***
No report.

7. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel stated that she had no report. There would not be a closed session.

8. TENANT REPRESENTATIVE REPORT

***City Wide Council - Senior/Disabled***

No representative was present.

***Public Housing Tenants Association (PHTA)***
Kimberly Hill-Brown, PHTA President stated that Bernice Flemmings had died and asked everyone to pray for the family. Also, another youth in Potrero Hill died.

Mr. Fortner added that recently Alma Lark died and last week Billy Reed died. Mr. Fortner asked for a moment of silence for those who had passed on.

President G. Brown asked about the lease-up efforts and how things were going with the victims of Hurricane Katrina. Naja Boyd, Deputy Executive Director answered that 22 appointments had

been made, 13 interviews, and one passed the screening. Mr. Fortner added that four families had Section 8 vouchers and two were housed.

Vice President Smith asked what was the outcome of her recent inquiry. Ms. Boyd answered that staff performed an inquiry and that family is probably included in the 22.

Ms. Hill-Brown asked that the Office of Fair Housing and Joyce Armstrong be informed of Hurricane Katrina victims so that they could inform them of services and job opportunities.

President G. Brown asked what the number 234 represented on the Lease-Up report. Ms. Boyd answered that it was the total number of people relocated from Valencia Gardens. President G. Brown asked if 35 of them had been interviewed. Ms. Boyd answered that these are the people that were interviewed. President G. Brown asked if all of the people relocated should be interviewed. Ms. Boyd replied that they had been interviewed or had responded. President G. Brown asked if all the Valencia Gardens residents should be relocated. Ms. Boyd clarified that these were the initial residents interested in returning to Valencia Gardens upon completion of the development.

Commissioner A. Brown stated that out of 234 families, only 85 responded. This was a classic statement of what happens to contribute to the hemorrhaging of the African-American population in San Francisco. Mr. Fortner responded that too much stock should not be placed in the 85, because it doesn't indicate the number scheduled for interviews. Staff has started the interview process early because Valencia Gardens won't be ready for occupancy until the middle of next year.

Commissioner Palega asked if the Commissioners could receive a racial breakdown of the new occupants at Valencia Gardens. Ms. Boyd replied that the SFHA maintains the information of who lived there and who would be returning, so it would not be a problem.

Commissioner Woodruff asked Ms. Boyd to explain priority transfers. Ms. Boyd answered that these are people on the priority transfer list that were being offered an opportunity to live at Valencia Gardens if they so choose. Mr. Fortner defined who is eligible for the priority transfer list. Ms. Boyd added that Valencia Gardens is a work in progress. Commissioner Woodruff asked if those on the priority transfer list were in addition to the 234. Ms. Boyd answered yes.

President G. Brown asked about Section 8. Mr. Fortner explained that a number of units at Valencia Gardens would be funded through the Section 8 Program. These units would be occupied by those on the Section 8 waiting list. Commissioner Palega asked how many units were allocated to Section 8. Ms. Boyd answered 60. Seventy-two households had already been interviewed from the Section 8 waiting list. President G. Brown asked how many units were at Valencia Gardens before demolition. Ms. Boyd answered that there were 246 units. Barbara Smith said that 260 units would be built at the new Valencia Gardens.

In response to Commissioner Palega's question about the requirements for residents to be able to return, Mr. Fortner said that the residents must remain in good standing with the SFHA between the time they left Valencia Gardens and when they return.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on items on the agenda.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5231

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH KITECH SECURITY SYSTEM, INC. FOR A FIRE ALARM AND DETECTION SYSTEM AT CAL 1-31, 25 SANCHEZ STREET, IN AN AMOUNT NOT TO EXCEED $177,850.00

Barbara Smith, Housing Development and Modernization Administrator presented the resolution. Ms. Smith reported that the four-story Sanchez building was constructed in 1972 and contains 90 senior and disabled dwelling units. The fire alarm system was original and has been malfunctioning for several years, resulting in frequent false alarms to the agitation and complaints of the Fire Department. The maintenance department has tried to repair the system, but it has only helped for short periods of time. Complete replacement of the existing system is necessary in order to provide a reliable fire alarm and fire detection system. This resolution would authorize the Executive Director to enter into a contract for replacement of the fire alarm and detection system and would include the installation of new fire alarm panel, remote annunciator panel, smoke and heat detectors, pull stations, audible and visual alarms; the installation of new raceway, wiring, programming and testing; and the removal of the existing fire alarm system after the new one is completely installed. Replacement of the malfunctioning and outdated 33 year old fire alarm and detection system would enhance the safety and welfare of our residents, and would comply with Fire Department mandates, and current codes. The Authority's Maintenance Department will be relieved of frequent calls to the building. The residents will benefit from improved life safety conditions.

The Authority issued the solicitation on July 11, 2005, following review and approval of the solicitation by the Finance and Procurement Departments. The procurement process for the action covered by this resolution met the procurement standards of 24 CFR 85.36 "Procurement",

HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws. The bid documents were developed with the SFHA electrical engineering consultants, F.W. and Associates. All of the standard outreach was employed.

Five potential bidders requested the Invitation for Bid documents and Plans & Specifications that were issued. The on-site bid walk was conducted on July 28, 2005. In attendance were two contractors along with the Authority's Consultant, and Authority staff members. On the closing date for the solicitation, August 11, 2005, the Authority received bids from four responsive contractors and one non-responsive contractor. The bid documents were publicly opened and read aloud. The submittal documents were reviewed by Housing Development and Modernization and forwarded to Procurement for review and approval to prepare this resolution.

Au Electric Corporation was declared non-responsive by the Authority's Procurement Department and then confirmed by the Authority's Legal Department because they conditioned their bid noting on the Form of Bid that they had excluded certain costs thus rendering the bid non-responsive.

The lowest responsive, and responsible bidder is Kitech Security System. The bid submitted by Kitech Security System is 2.4% lower than the cost estimate. Upon request, Kitech Security System reviewed their bid and informed Procurement that they stood by their bid. According to the reference check on past projects performed by Kitech Security System, the firm is a responsible contractor with a good record. Kitech Security System has performed similar size projects for the San Francisco Housing Authority and other public agencies and has a good history of performing well, and of minimizing contractor initiated change orders. A debarment check was made and shows that Kitech Security System is not debarred from Federal Procurement and Non-Procurement work. Kitech Security System Inc. The Fire Alarm and Detection System work will be funded by the Year 2004 Capital Fund Program budget. Kitech Security System is committed to exceeding the 25 percent resident hiring goal on this job. The contractor estimated that it would take about 1,200 hours to complete the project, of which a minimum 325 hours would be resident hire employment. They had prepared a job description and submitted it to the Authority's Resident Employment Specialist. Kitech Security System has achieved 100 percent MBE participation. Kitech Security System is a MBE/WBE firm as are their three subcontractors who have 20% of the work. Ms. Smith concluded that the work was urgently needed and staff recommended approval of the resolution.

Commissioner Palega asked how many other buildings would need this type of work done. Ms. Smith replied that there were no other buildings in this situation that could not be repaired by the maintenance department. Ms. Smith said that there were other buildings that could be upgraded and the SFHA tries to do that as frequently as possible. Mr. Fortner added that this development became a priority because within the past few months, the Fire Department started complaining and charging the SFHA for false calls.

Commissioner Gans asked if this was the first contract with this company. Ms. Smith answered that the SFHA had a previous small contract with Kitech a little over a year ago.

Commissioner Woodruff asked if the firm pursued an electrician apprentice position in the last contract they were awarded. Ms. Smith stated that Kitech sponsored an apprenticeship program through ABC with the resident. The resident started the program under this contract. Commissioner Woodruff inquired as to what the resident is doing now. Ms. Smith said that she believed that the resident did not complete the program, but Kitech is attempting to employ the same resident. Commissioner Palega asked if the resident found work through the ABC program. Ms. Smith wasn't sure. Commissioner Palega asked if it were possible to explore whether the resident could be involved on a more local level so that transportation wouldn't be an issue.

Commissioner Riley asked what was the normal lifespan of an alarm system and if there was a process to replace the system at the end of the lifespan. Ms. Smith answered that with all of the systems, functionality and the expected lifespan is monitored. The SFHA tries to get as much out of the system as possible until they become a problem. Ms. Smith said that the SFHA has $200 million in immediate capital fund improvements, but only gets $14 million in capital improvement money annually. Therefore, the SFHA must prioritize by the most urgent and mandatory work. Ms. Smith commended the Maintenance staff for being able to keep the systems functioning for long after their expected lifespan.

Commissioner Palega asked if some of the work would be done out of previous fiscal year budgets or does the SFHA have to wait for the new money to get some things done. Ms. Smith answered that all of the FY 2002 funds had been spent, FY 2003 had been mostly spent, the Agency was into the FY 2004 funds and the FY 2005 funds were just being made available. Mr. Fortner explained that the SFHA is losing ground as it continues to not receive enough funding to cover the costs of a 2002 estimate of $200 million in capital fund improvements.

President G. Brown asked Karen Sung a series of questions as it related to their affiliation with the ABC Apprenticeship Program. Commissioner Palega asked if it were possible for Kitech to explore local apprenticeship opportunities for the convenience of the residents and also expressed his concern with the travel distance involved with the ABC Apprenticeship Program. Ms. Sung explained the requirements of the ABC program. Commissioner Palega encouraged Ms. Sung to use residents that are involved in the Local Unions. Mr. Fortner asked what was Kitech's previous experience with the resident hired. Ms. Sung stated that the resident was only employed for two months, so it was hard to form an opinion. Kitech had another opportunity for the resident after completing the SFHA assignment, but the resident had a family death and did not accept the offer. Commissioner Palega reiterated the problem with having to travel outside of the city for classroom training. President G. Brown suggested including a car for the resident hired or requiring the resident to have a car as part of being considered for the job. Commissioner Palega also suggested working with ABC to obtain local space for their classes. Mr. Fortner asked Joyce Armstrong and Belinda Jeffries to provide special case management for the resident that goes into this program as it pertained to transportation.

Vice President Smith asked how the firm planned on getting its resident referral. Ms. Sung answered that they would contact the SFHA first, through Joyce Armstrong.

Commissioner Woodruff moved to approve Resolution No. 5231. Vice President Smith seconded the motion. The motion to approve Resolution No. 5231 was passed by a majority vote. Commissioner Palega opposed.

Item 11 B was removed from the agenda.

Resolution No. 5232

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS REQUIRED TO RESTORE THE FIRE DAMAGED CAL 1-39 (B) 951 EDDY STREET PROPERTY, INCLUDING THE PROCUREMENT AND EXECUTION OF ALL NECESSARY CONTRACTS FOR SERVICES, WITH COSTS ESTIMATED TO BE UP TO $1,800,000 TO BE PAID BY THE AUTHORITY'S INSURANCE CARRIER

Barbara Smith, Housing Development and Modernization Administrator reported that the Legal and Procurement Departments had been working very closely with the insurance carrier and they are prepared to cover the costs of the fire damage repairs. The insurance company would directly pay for the damages. The action would be the use of force account possible procurement contract and administration services funded by the insurance proceeds. This process would help expedite the repairs. The SFHA has had a number of problems with break-ins and squatters, and there is possible risk of water damage if it starts raining heavily. Ms. Smith said that there is a certain urgency to complete the work as soon as possible. Ms. Smith then thoroughly detailed what the repairs would include. All solicitations would be reviewed by the Finance and Procurement Departments to ensure compliance with all state, federal and local laws. All repairs would include compliance with the Authority's resident hiring and MBE/WBE goals.

Commissioner Palega asked if the SFHA force account was being used. Ms. Smith answered yes.

President Brown asked if the contracts not done from the force accounts would come back before the Commission for approval. Ms. Smith answered that the contractors would work with the insurance company and SFHA. They would have to comply with all SFHA standards, but would not come back before the Commission because it's funded through the insurance proceeds.

Commissioner Palega asked how many residents would be hired? Ms. Smith answered that minimally it would be 25% of the contract, but scopes are still being developed so she could not provide an exact number, but would report back. Commissioner Palega asked if the requirement could be increased to 35% or more. Mr. Fortner answered that it was certainly possible given that the majority of the work would be done through the force accounts.

Commissioner Palega moved to approve Resolution No. 5232. Commissioner A. Brown seconded the motion. The motion to approve Resolution No. 5232 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no public comments on items not on the agenda.

13. COMMISSIONER COMMENTS AND REPORTS

There were no Commissioner comments or reports.

14. ADJOURNMENT

There being no further business to come before the Commission, President G. Brown adjourned the regularly scheduled meeting of October 13, 2005, at 5:08 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

# NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, OCTOBER 27, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

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**AGENDA**
**October 27, 2005**

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1. ROLL CALL

   *George R. Brown, President*
   *Betty J. Smith, Vice President*
   *Sululagi Palega, Sr., Commissioner*
   *Neola Gans, Commissioner*
   *Rev. Amos Brown, Commissioner*
   *Rev. George Woodruff, Commissioner*
   *Irene Yee Riley, Commissioner*

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - October 13, 2005 Regular Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – Report of October 25, 2005 Meeting
   Finance Committee – No Meeting
   Personnel Committee – No Meeting
   Development Committee – No Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION APPROVING THE WRITE-OFF OF VACATED TENANT ACCOUNT RECEIVABLES (TARs) IN THE AMOUNT OF $328,700.12 FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2005

(B) RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEIGHBORHOOD REPRESENTATIVE TO THE PLAZA EAST HOUSING CORPORATION BOARD OF DIRECTORS

(C) RESOLUTION AUTHORIZING THE EXECUTION OF AN INSURANCE POLICY WITH AND PAYMENT TO THE UNIGARD INSURANCE COMPANY FOR FLEET INSURANCE COVERAGE FOR FISCAL YEAR 2005-2006 IN AN AMOUNT NOT TO EXCEED $200,384

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

# SAN FRANCISCO HOUSING AUTHORITY

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**DATE:** October 27, 2005

**TO:** **SAN FRANCISCO HOUSING AUTHORITY COMMISSION**

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner
Irene Yee Riley, Commissioner

**FROM:** Gregg Fortner, Secretary/Executive Director

**SUBJECT:** **RESOLUTION APPROVING THE WRITE-OFF OF VACATED TENANT ACCOUNT RECEIVABLES (TARs) IN THE AMOUNT OF $328,700.12 FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2005**

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## OVERVIEW

The San Francisco Housing Authority (SFHA) Board of Commissioners is requested to authorize the write-off of vacated tenant accounts receivables (TARs) totaling $328,700.12 for the fiscal year period of October 1, 2004 to September 30, 2005 (FY 2005). This amount represents balances due from former tenants that have either been evicted, found other housing, deceased, or abandoned their units.

## BACKGROUND

Pursuant to HUD Handbook 7511.1, Chapter 11, Section 1, the SFHA writes off vacated TARs where there have been no collection activity. These vacated TARs are balances owed to the SFHA for the non-payment of rent and/or other charges by households who are no longer living in a SFHA unit. Writing off such accounts does not preclude the SFHA from pursuing collection actions against the individuals. Efforts to collect these outstanding accounts continue to be a priority of the SFHA. Currently, the SFHA has established a working relationship with the City Treasurer's office for assistance in collecting these bad debts. Moreover, individuals who vacate without paying off their delinquent accounts are not qualified to receive public housing assistance in the future as long as balances are outstanding.

## OBJECTIVE

The objective of writing off $328,700.12 in vacated TARs is to comply with the HUD guidelines; and to follow generally accepted accounting principles (GAAP) for fiscal year-end recording and financial statement purposes.

## PRESENT SITUATION

Once the Board of Commissioners approves this resolution, the Authority will be able to record the TARs write-off and meet the deadline date of November 30, 2005, to submit our unaudited financial statements to HUD.

## ANTICIPATED OUTCOME

The anticipated outcome is that the SFHA will more accurately reflect the outstanding TARs balance for the new fiscal year, beginning October 1, 2005. The TARs is a summary of all existing accounts receivable for residents owing rent and other charges to the SFHA. Accounting practices require entities to carry-over from one fiscal year to the next only those receivables that the entity is likely to collect. This TARs write-off reflects those accounts for persons who have vacated SFHA properties and that are not likely to be collected. As a result, the write-off will improve the Authority's Public Housing Assessments System (PHAS) score on Financial Condition-Tenant Accounts Receivables by reducing the number of days the receivables are outstanding.

## WHO BENEFITS

This resolution benefits the Authority by ensuring compliance with the HUD and GAAP guidelines and by accurately reflecting the Tenant Receivables Outstanding for the PHAS score report.

## BUDGET CONSIDERATIONS

The actual amount of Collection Losses of $328,700.12 for fiscal year 2005 substantially decreased by $103,515.51 or 24% when compared to fiscal year 2004's write-off of $432,215.63. Funding for this write-off is available in the Low-Income Operating Budget Program.

## RECOMMENDATION

It is recommended that the Board of Commissioners approve the attached resolution authorizing the write-off of vacated TARs in the amount of $328,700.12 for the fiscal year ended September 30, 2005.

**RESOLUTION NO:** 5233
**ADOPTED:** 10/27/05

**RESOLUTION APROVING THE WRITE-OFF OF VACATED TENANT ACCOUNT RECEIVABLES (TARs) IN THE AMOUNT OF $328,700.12 FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2005**

**WHEREAS,** HUD Handbook 7511.1, Chapter 11, Section 1, details procedures on the write-off of vacated TARs and the San Francisco Housing Authority is in compliance with those procedures and is following generally accepted accounting principles (GAAP) for year-end recording and financial reporting purposes; and

**WHEREAS,** the HUD Handbook requires that any write-off of TARs must be approved by the Board of Commissioners or by a designated official to whom such authority has been delegated by the Board of Commissioners; and

**WHEREAS,** the Board of Commissioners is authorized by Resolution No. 2784, dated February 27, 1986, to write-off vacated tenant accounts.

**NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:**

1. The vacated TARs approved for write-off for the fiscal year ended September 30, 2005, shall be $328,700.12.
2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin, General Counsel

Date: 10-21-05

REVIEWED BY:

Gregg Fortner, Executive Director

Date: 10/21/05

# SAN FRANCISCO HOUSING AUTHORITY

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## CERTIFICATE

I, Betty J. Smith, duly elected Vice President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on October 27, 2005:

**RESOLUTION NO. 5233**

RESOLUTION APPROVING THE WRITE-OFF OF VACATED TENANT ACCOUNT RECEIVABLES (TARs) IN THE AMOUNT OF $328,700.12 FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2005

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

**FOR ADOPTION:**
Betty J. Smith
Sululagi Palega, Sr.
Neola Gans
Rev. George Woodruff
Rev. Amos Brown

**OPPOSED:**

**ABSENT (EXCUSED):**
George R. Brown
Irene Yee Riley

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: November 10, 2005.

Betty J. Smith

Betty J. Smith, Vice President
SFHA Commission

B

**SAN FRANCISCO HOUSING AUTHORITY**
**440 Turk Street • San Francisco CA • 94102 • (415) 554-1200**

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DATE: October 13, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEIGHBORHOOD REPRESENTATIVE TO THE PLAZA EAST HOUSING CORPORATION BOARD OF DIRECTORS

---

**OVERVIEW**

The Plaza East Housing Corporation (PEHC) Bylaws, as adopted by the San Francisco Housing Authority Commission (SFHA Commission), provides for a seven member Board of Directors. Currently, the Neighborhood Representative position is vacant.

The PEHC bylaws require SFHA Commission selection and appointment of the Neighborhood Representative. This resolution requests that the Commission appoint Ms. Brittney Doyle as neighborhood representative to the PEHC Board of Directors.

After months of outreach to the neighborhood, Ms. Brittney Doyle expressed interest in the position. The Plaza East Tenants Association and SFHA staff reviewed her résumé and involvement with Plaza East residents and the Western Addition community. After meeting with Ms. Doyle it was agreed that she would be an asset to the PEHC's Board of Directors. She was unanimously recommended for the position. Ms. Doyle holds the position of Program Director at the Western Addition Multi-Cultural Family Resource Center located at 1294 Fillmore Street and is actively working with residents of Plaza East and the Western Addition.

**October 13, 2005**

## OBJECTIVE

The objective of this resolution is to obtain Commission appointment of a neighborhood representative to the PEHC Board of Directors. The Commission, by taking this action, will ensure neighborhood participation and representation in the ongoing activities relating to Plaza East.

## ANTICIPATED OUTCOMES

The PEHC will have filled this vacant position on the Board of Directors with a neighborhood representative.

## WHO BENEFITS

The residents of Plaza East, the surrounding community, and the City will benefit from a well-rounded PEHC Board of Directors that is broadly constituted, with representatives from residents, community stakeholders, and SFHA staff.

## BUDGET CONSIDERATIONS

There is no budgetary impact from the appointment of a neighborhood representative to the PEHC Board of Directors.

## RECOMMENDATION

Staff recommends that the Commission appoint Ms. Brittney Doyle to the Plaza East Housing Corporation Board of Directors as the Neighborhood Representative.

(Prepared by Ingerbore Rivera and Juan Monsanto)

**Brittney N. Doyle**
**4843 Loch Lane**
**San Leandro, Ca. 94578**
**Home: 510.483.2431 Cell: 650.270.7700**
**Email: bndoyle@sbcglobal.net**

**Objective**: To obtain a rewarding but challenging position addressing health and social disparities within various communities.

**Formal Education:**
University of Memphis *Memphis, Tn.*
Degree: Bachelor's of Science in Education
Major: Consumer Science and Education
Minor: Marketing

**Professional and Relevant Skills:**
Ability to establish accountability throughout an organization
Six years experience in varied community service positions addressing social service issues and program implementation
Strong project management skills
Ability to see the big picture as well as critical details
Superb communication and leadership skills
Capable of socializing and working with big community leaders and top executives
Highly reliable self-starter; manages/completes assignments without supervision
Administer and operate on limited budgets
Prepare detailed & timely reports and data analysis
Coordinating and supervising special short-term & long-term projects
A compassionate listener and communicator
Public speaking and facilitating skills
Lasting relationships with community organizations and leaders

**Employment History**
2005-Present Program Director **Western Addition Family Resource Center** San Francisco, Ca
Responsible for the day to day management of the agency. Establish and maintain working relationships with FRC collaborative partners including staff of schools, non-profits, government, businesses, foundations and the community. Ensure community involvement and participation in project planning. Create and maintain a client database. Meet on a regular basis with line staff to assure they have a positive environment and administrative/clerical support they need to provide exceptional service.

2004 Program Assistant **Western Addition Family Resource Center** *San Francisco, Ca.*
Assist the Program Director in all major tasks. Implement and facilitate vocational and mentoring workshops for family restructuring. This includes job placement with a success rate of 85% and rental assistance for low income families. Effective Program coordinating, this involves successful collaborations with community leaders, surrounding organizations and schools. Advocating for families that are faced with challenges and struggles.

3/04-7/04 Business Manager **Nordstrom** *San Francisco, Ca.*
Responsible for the Bobbi Brown Cosmetic line, seasonal business planning, the liaison between the store and the company, major sales planning, production and marketing, emotional counseling, event planning, knowledge of all types of skin care and make up application.

1/04-3/04 Project Manager **Western Addition Family Resource Center** *San Francisco, Ca.*
Played a major role, in the opening of the Family Resource Center. Developed all marketing and outreach plans including Public Relations and PR planning. Created resource manuals and documentations for community presentations. And established support systems, helping low income multi-cultural families in the Western Addition.

# PLAZA EAST TENANTS ASSOCIATION
## 1398 Buchanan Street, San Francisco, CA 94102
415.923.5995 415.923.5891(FAX)


September 19, 2005

Gregg Fortner, Executive Director
San Francisco Housing Authority
440 Turk Street
San Francisco, CA 94142

**Re: Neighborhood Representative, Plaza East Housing Corporation, Ms. Brittney Doyle**

Dear Mr. Fortner,

It is with great pleasure that I, as the duly elected representative of the Plaza East Tenants Association, support the appointment of Brittney Doyle as the Neighborhood Representative for the Plaza East Housing Corporation.

Ms. Doyle and the staff of the Western Addition Multi-Cultural Family Resource Center, 1294 Fillmore Street, have been providing services to residents of the neighborhood. We feel she would really be an asset for this board.

Should you have any questions, please do not hesitate to contact me directly, at 415.928.0777.

Sincerely,

Martha Hollins, President

cc: Board members
File

The Western Addition Multicultural Family Resource Center is a collaborative project of Inter City Family Resource Network, Inc. (Bayview Hunters Point Family Resource Center), Asian Perinatal Advocates and Instituto Familiar de la Raza. It is a collaborative that strives toward meeting the needs of the community. The staff is committed to providing the needed services and their approach to services is prevention oriented. Their intake and assessment process identifies risks as well as strengths of the families served.

The Western Addition Multicultural Family Resource Center, located at 1294 Fillmore Street, San Francisco, CA 94115, provides the following services to residents of the Western Addition:

- Information and Referral (Direct services, Housing, Support Services, Ombudsman Services etc.)
- Drop-In Services (computers, Fax & Copier Services, Rest & Relaxation, Food Pantry)
- Family Chat Nights & Community Events
- Parent Education & Skill Development (DHS Certified and Approved)
- Family Advocacy (Advocacy and Referral Services for Children and Families)
- Case Management (Individual Counseling/Family Counseling)
- Domestic Violence Program, a Certified Batterer's Program (Domestic Violence, Abuse, Problem Solving and Resolution)
- Support Groups (Women's Support Network Group)
- Employment Support Services
- Rental Assistance
- Anger Management (co-ed and women only)

All services are offered in four different languages – English, Spanish, Cantonese & Mandarin.

**RESOLUTION NO.** 5234
**DATE ADOPTED** 10/27/05

# RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEIGHBORHOOD REPRESENTATIVE TO THE PLAZA EAST HOUSING CORPORATION BOARD OF DIRECTORS

WHEREAS, Resolution 4721 adopted on September 24, 1998, approved the formation of the Plaza East Housing Corporation (the "Corporation") to act as the general partner of the limited partnership that will own the reconstructed Plaza East development; and

WHEREAS, the bylaws also require that the Commission appoint a neighborhood representative (the "Neighborhood Representative") to the board of directors of the Corporation, which representative shall serve at the pleasure of the Commission; and

WHEREAS, the qualifications of Brittney Doyle as a Neighborhood Representative who expressed interest in serving on the board of directors of the Corporation as the Neighborhood Representative was reviewed by the Plaza East residents and staff; and

WHEREAS, the Plaza East Tenants Association has provided a letter of supporting the appointment of Ms. Brittney Doyle to the neighborhood representative position; and

WHEREAS, Ms. Brittney Doyle was determined to be the best qualified neighborhood representative.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Commission hereby appoints to the board of directors of the Corporation the Neighborhood Representative, Ms. Brittney Doyle.
2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY

Donna Martin

DONNA MARTIN, Agency Counsel

Date: 10/07/05

REVIEWED BY:

GREGG FORTNER
Executive Director

Date: 10/7/05

# SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200


## CERTIFICATE

I, Betty J. Smith, duly elected Vice President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on October 27, 2005:

**RESOLUTION NO. 5234**

RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEIGHBORHOOD REPRESENTATIVE TO THE PLAZA EAST HOUSING CORPORATION BOARD OF DIRECTORS

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

**FOR ADOPTION:**
Betty J. Smith
Sululagi Palega, Sr.
Neola Gans
Rev. George Woodruff
Rev. Amos Brown

**OPPOSED:**

**ABSENT (EXCUSED):**
George R. Brown
Irene Yee Riley

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: November 10, 2005.

Betty J. Smith

Betty J. Smith, Vice President
SFHA Commission

# SAN FRANCISCO HOUSING AUTHORITY
## Office of the General Counsel
440 Turk Street • San Francisco CA • 94104
(415) 554-1287 • Facsimile (415) 554-1204


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**DATE:** October 20, 2005

**TO:** SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

*George R. Brown, President*
*Betty J. Smith, Vice President*
*Sululagi Palega, Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*
*Irene Yee Riley, Commissioner*

**FROM:** Gregg Fortner, SECRETARY/EXECUTIVE DIRECTOR

**SUBJECT:** RESOLUTION AUTHORIZING THE EXECUTION OF AN INSURANCE POLICY WITH AND PAYMENT TO THE UNIGARD INSURANCE COMPANY FOR FLEET INSURANCE COVERAGE FOR 2005-2006 IN AN AMOUNT NOT TO EXCEED $200,384.00

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**OVERVIEW:**

The attached resolution is submitted for your review and approval to execute an insurance policy and purchase order in an amount not to exceed $200,384.00 for fleet insurance for the San Francisco Housing Authority ("the Authority").

The Authority currently has insurance on its fleet through Unigard Insurance Company ("Unigard"). The Authority's policy for 2004-2005 will expire on October 31, 2005.

On September 7, 2005, the Office of General Counsel began the solicitation process. Notices were sent to thirteen (13) brokers advising that the Authority was engaging in the solicitation. In addition to the direct solicitations, the request for quotes was advertised on the San Francisco Purchasing Department website and the San Francisco Housing Authority's Contract/Procurement website.

One quote was received, from Brown and Brown Insurance Services, and on September 27, 2005, the bid was opened:

**A. Brown & Brown Insurance Services – Unigard**

Unigard's quote provides coverage for 202 vehicles, as listed on the most recent Fleet Schedule, at a price of $992.00 per vehicle with the following limits:

- Bodily Injury/Property Damage - $1 million
- Collision - $1,000 deductible
- Comprehensive - $250 deductible
- Medical Payments – $5,000
- **Total Premium – $200,384.00**

Upon review of the information submitted, it was determined that Unigard can provide the appropriate level of insurance coverage in a manner that is advantageous to the Authority.

**OBJECTIVE:**

The objective is to obtain coverage for the Authority's fleet for the 2005-2006, policy period.

**PRESENT SITUATION:**

Presently, Unigard provides coverage for the Authority's fleet. The annual premium for the expiring coverage is $219,712.00. Unigard's quote for 2005-2006 is $19,328.00 less than last year, 2004-2005, and almost $50,000 less than the 2003-2004, policy period.

**ANTICIPATED OUTCOME:**

By procuring auto insurance for the Authority, we are reducing potential liability and securing the Authority's assets.

**BUDGET CONSIDERATIONS:**

Funding availability is part of the Authority's Low-Income Operating budget and the Section 8 budget for 2005-2006.

**WHO BENEFITS:**

The Authority and its Residents benefit from the security of having automobile insurance. The cost savings to the Authority, both in the form of a reduction in premium and the benefits of liability insurance, can be used to provide the Residents safe, decent, and sanitary housing.

**RECOMMENDATION:**

It is recommended that this resolution be adopted.

**RESOLUTION NO.:** 5235
**DATE ADOPTED:** 10/27/05

RESOLUTION AUTHORIZING THE EXECUTION OF AN INSURANCE POLICY WITH AND PAYMENT TO THE UNIGARD INSURANCE COMPANY FOR FLEET INSURANCE COVERAGE FOR FISCAL YEAR 2005-2006 IN AN AMOUNT NOT TO EXCEED $200,384.00

WHEREAS, the Authority, in order to insure its interest against risks associated with the use and operation of its fleet, placed coverage with the Unigard Insurance Company ("Unigard") by approval of Resolution No. 5186, dated October 28, 2004; and

WHEREAS, the Authority solicited for fleet insurance coverage to replace the policy that will expire on October 31, 2005; and

WHEREAS, the Authority received the following response:

**A. Brown & Brown Insurance Services – Unigard**

Unigard's quote provides coverage for 202 vehicles as listed on the most recent Fleet Schedule, at a price of $992.00 per vehicle with the following limits:

- Bodily Injury /Property Damage - $1 million
- Collision - $1,000 deductible
- Comprehensive - $250 deductible
- Medical Payments – $5,000 any one loss
- **Total Premium – $200,384.00**

WHEREAS, a review of all of the information provided was completed and it was determined that it was in the best interest of the Authority to renew fleet insurance with Unigard; and

WHEREAS, funding for this service is available as part of the Authority's approved Low-Income Operating budget and Section 8 budget for 2005-2006;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:**

1. The Executive Director is authorized to bind coverage and provide funding for fleet insurance with Unigard Insurance Group in an amount not to exceed $200,384.00 for the 2005-2006, policy period.

2. This resolution shall take effect immediately.

**APPROVED AS TO FORM AND LEGALITY:**

Donna Martin
DONNA MARTIN
General Counsel

10-21-05
DATE

**REVIEWED BY:**

GREGG FORTNER
Executive Director

10/21/05
DATE

# SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

## CERTIFICATE

I, Betty J. Smith, duly elected Vice President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on October 27, 2005:

**RESOLUTION NO. 5235**

RESOLUTION AUTHORIZING THE EXECUTION OF AN INSURANCE POLICY WITH AND PAYMENT TO THE UNIGARD INSURANCE COMPANY FOR FLEET INSURANCE COVERAGE FOR FISCAL YEAR 2005-2006 IN AN AMOUNT NOT TO EXCEED $200,384

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

**FOR ADOPTION:**
Betty J. Smith
Sululagi Palega, Sr.
Neola Gans
Rev. George Woodruff
Rev. Amos Brown

**OPPOSED:**

**ABSENT (EXCUSED):**
George R. Brown
Irene Yee Riley

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: November 10, 2005.

Betty J. Smith

Betty J. Smith, Vice President
SFHA Commission

# HOUSING AUTHORITY
# OF THE
# CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, October 27, 2005

440 Turk Street
San Francisco, California

The Housing Authority Commission of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, October 27, 2005, at 4:00 p.m.

Vice President Smith called the meeting to order at 4:04 p.m.

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Betty J. Smith, Vice President*
*Sululagi Palega Sr., Commissioner*
*Neola Gans, Commissioner*
*Rev. Amos Brown, Commissioner*
*Rev. George Woodruff, Commissioner*

ABSENT: *George R. Brown, President*
*Irene Yee Riley, Commissioner*

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
*Ms. Donna Martin, General Counsel*

2. APPROVAL OF AGENDA

Commissioner Gans moved to approve the agenda. Commissioner A. Brown seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Commissioner A. Brown moved to approve the minutes of the Regular Commission Meeting of October 13, 2005. Commissioner Woodruff seconded the motion. The motion to approve the minutes of the Regular Commission Meeting of October 13, 2005, was unanimously passed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the Commission should have just received the minutes and copies of the reports given at the Diversity Committee meeting. The first correspondence in the folder was the Commission Request Log followed by the Lease Up report. Next was the Shooting Incident Report and then a report from the A. Philip Randolph Institute which would be presented during the Report of Secretary. The next correspondence was sent by the Mayor's Office regarding discriminatory or harassing remarks made at public meetings of city boards and commissions. The document stated what is and isn't allowed and how to handle those situations should they occur. The last item announced an upcoming event at Hunter's View.

5. REPORT OF SECRETARY

Mr. Fortner stated that Commissioner A. Brown had asked for an update on the community policing activities and two representatives from the Police Department were present to give the report. Captain Paul Chignell of the Ingleside Station stated that there was a vibrant community policing program in place due to the Memorandum of Understanding entered into by Mr. Fortner and Police Chief Fong. There are thirteen police officers in the Bay View district and five in the Ingelside district designated as community policing officers. The most important component the officers deal with is violent crime in and around public housing. The vision was to have police officers in the community getting to know the tenants, work with the tenants and housing management to make a difference. Captain Chignell stated that he believed that over the time the community policing has been in place, there has been a dramatic shift in the relationship between the SFHA and SFPD, and more importantly the tenants and the SFPD. The officers are engaged in traditional law enforcement and building a relationship with the members of the community. The officers knocked on every door to introduce themselves, and check in with housing management on a daily basis regarding various issues. Captain Chignell stated that statistics had been given to Mr. Fortner showing that over time, there has been a dramatic decrease in homicides and other violent crimes. That was not to say that there wasn't still a tremendous problem, but there have been improvements. The officers of these areas have been directed to be accessible and involve themselves in extra curricular activities with children that live in public housing. Captain Chignell admitted that Alemany had not been given enough attention and now there is a new program where officers are now on site developing relationships with the tenants and performing traditional enforcement. In the period of time that the officers have been in Alemany a number of guns have been recovered, robberies had declined 80%, and the homicide rate had also diminished. Captain Chignell said that diminished crime is a very complex issue and what the police are doing is not the only factor contributing to this decrease but their efforts have helped. Captain Chignell stated that the SFPD is committed to working with the tenants and SFHA to make things better.

Commissioner Woodruff asked what hours the officers worked. Captain Chignell answered that they work from noon until midnight. However, if conditions deem it necessary, there is flexibility to change the hours. There are police substations in Sunnydale and Ingleside where people could come and talk to the police and Captain Chignell stated that more people are coming forward than in previous times.

Commissioner Woodruff asked how many officers are on site at any given time. Captain Chignell answered two in addition to other officers that work in those sectors. The community police are not to leave public housing. Mr. Fortner pointed out that the community policing is supplemental service to the patrol cars working in the area.

Commissioner A. Brown asked what is and if there were a comprehensive approach to crime involving other agencies, such as the U.S. Marshall, Tobacco and Firearms, and others. Commissioner A. Brown also asked for the racial profile of the officers where he serves. Commissioner A. Brown commented that the same methods are being used to combat crime and the same results are seen with no improvement. Commissioner A. Brown wanted to know what could be done on an ongoing consistent basis. Mr. Fortner answered that staff would provide the racial statistics of the community police officers at a later date. Commissioner A. Brown said that he was referring to the district Captain Chignell oversaw. Captain Chignell answered that out of 125 police officers, about 25 were African-American, but he would provide the specific statistics. Captain Chignell stated that he had heard Commissioner A. Brown's criticism previously, and he had been consistent in his critique of the Police Department and other city departments regarding this issue. Captain Chignell said that there is a comprehensive approach and he believed that the Mayor is committed to that. The Police Department works with various other departments on the local and state level. Captain Chignell specifically worked more with community-based organizations such as the Boys and Girls Clubs. Commissioner A. Brown commented that the community policing effort has a long way to go in organization and most of the hardened criminals are not the ones in the community-based organizations. The police know who they are and yet they don't have the sophisticated intelligence to bring the community's fear to a screeching halt. Commissioner A. Brown said that the police come out when there is a big crisis and then they retreat, but there needs to be a consistent approach over a long period of time until this matter is brought to resolution. Captain Chignell mentioned what the police department was doing to work with other entities and stated that he was open to any further suggestions of Commissioner A. Brown.

Mr. Fortner explained the new model the Mayor unveiled called City Safe taken after the homeless model to get communities together. Two community workers in each community would be the bridge between that community and the police department. The ultimate goal is to have a plan for each neighborhood that addresses the specific needs of that community.

Commissioner Palega thanked Captain Chignell and commented on his concerns of the crime and gunfire that happens after the one o'clock hour when the community police are gone and asked what has been done to address this issue, especially on the weekend. Captain Chignell responded that on the weekends special forces cover the area and he is constantly talking to the Deputy Chief and Chief about getting more visibility in the Sunnydale area. Captain Chignell also mentioned the recent successes of the department in that area, but more does need to be done. The goal of community policing is to break down the barriers between the police and community irrespective of race and to genuinely get involved in the activities that engage the community.

Mr. Fortner then introduced James Bryant, President of the A. Philip Randolph Institute (APRI) to inform the Commission about the educational component of the organization. Mr. Bryant explained that APRI provides voter registration education, literacy education, and recreation and sportsmanship development. Mr. Bryant spoke about the positive feedback he's received from people in the community and shared an anecdote of how APRI was able to help a student obtain a scholarship to pay for his housing while attending college. Mr. Bryant stated that APRI provides nutritional support when it has a function in the community by giving food without restrictions. Mr. Bryant said that there had only been one altercation in all of the tournaments they've held and now it is considered a violence free zone. Mr. Bryant said that APRI's goal is to get the residents involved on a civic basis and they are willing to work with any efforts that concern the residents. Mr. Bryant informed the Commission that APRI had now expanded to include the efforts of the SFPD, PG&E, SF Department of Human Services, the Probation Department, the Youth Guidance Center, representatives from the District Attorney's Office, the Firefighter's Union, SEIU, SF Department of Elections, Brothers Against Guns, SF Family Support, Recreation and Parks, and the SFHA. APRI has had a successful year with limited funding and invited the Commission to view the pictures.

Mr. Fortner explained that the reason that APRI is so important is because of forces in Congress attempting to stop the voter education of public housing tenants by restricting the spending of operating funds. This was published in the New York Times and Mr. Fortner submitted a response. This initiative did not pass in Congress and therefore, housing authorities are still permitted to support non-partisan groups like APRI. Mr. Fortner said that the issue is not completely dead as Congress voted to put an assessment on government sponsored enterprises for oversight and educational activities and the Republicans made it a point to add that non-profit entities could not use this money for voter registration or educational activities. The provision did not apply to for-profit businesses. Mr. Fortner said that he would distribute the response from Congresswoman Pelosi at the next Commission meeting. The attempt to raise civic awareness and get people to vote is being attacked by the other side that don't want low-income people to vote.

Commissioner Woodruff asked if there was some type of tracking employed by APRI for its literacy students after completing their program. Mr. Bryant said that APRI uses Hollywood Educational Organization for literacy programs and they do have tracking. APRI has not been able to go directly into public housing to provide this service and therefore does not have specific records of residential participation. Mr. Bryant explained how APRI is also helping residents to pass tests to qualify for various jobs.

Mr. Fortner announced that Commissioner Riley could not be present because she was visiting her ill father in Baltimore and President G. Brown wasn't present because his wife just had a surgical procedure. Mr. Fortner asked everyone to keep them in their thoughts.

Vice President Smith expressed concern about security in the senior buildings and seniors understanding how they must respond should they have to fill out paperwork such as a citizen's

arrest. Mr. Fortner said that he would have the specific security companies at the senior buildings give a similar report regarding what type of trainings they offer. Mr. Fortner said he would try to organize this for the next Commission meeting.

Commissioner Woodruff asked if the notice from the city on discriminatory and harassing remarks could be made available to the public. Mr. Fortner answered yes and copies would be posted at every Commission meeting.

Vice President Smith announced that Rosa Parks had passed away and requested a moment of silence.

Commissioner A. Brown announced that there would be a memorial service for Rosa Parks on Sunday, four o'clock, at Third Baptist Church. The service is sponsored by the San Francisco branch of the NAACP.

6. COMMITTEE REPORTS

***Diversity Committee***
Vice President Smith stated that the Commissioners had received a summary of the meeting in their folders.

***Finance Committee***
No report.

***Personnel Committee***
No report.

***Development Committee***
No report.

7. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel stated that she had no report. There would not be a closed session.

8. TENANT REPRESENTATIVE REPORT

***City Wide Council - Senior/Disabled***

No representative was present.

***Public Housing Tenants Association (PHTA)***

Kimberly Hill-Brown, PHTA President stated that she received a call from a resident that was on the agenda for the Diversity Committee Meeting regarding the Hunter's View evictions. The reason the resident leader wasn't able to make it was because she didn't receive the notice in time. Ms. Hill-Brown informed the resident that she didn't believe this was done intentionally because she receives her mail and notices. Ms. Hill-Brown said that it takes Hunter's View ten days to receive mail and tenants have a right under CFR 966.3 and 966.5 to receive proper notice. Ms. Hill-Brown asked that the notices be sent within ten business days to Hunter's View tenants.

Ms. Hill-Brown said that she has been receiving many complaints about wrongful notice concerning the evictions in Hunter's View. Ms. Hill-Brown said that she had some lawyers go to Hunter's View on September 17, 2005 to have a resident's rights training when dealing with evictions. Residents should be able to file a complaint, but have had problems in obtaining a form at the property offices. Ms. Hill-Brown complained about the shootings and murders and asked everyone to work together because there are two sides to every story.

Ms. Hill-Brown reminded the property managers that at 1006 Webster, they provide resident employment. She asked that the notices be posted because there have been a number of seasonal opportunities announced.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on items on the agenda.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5233

(A) RESOLUTION APPROVING THE WRITE-OFF OF VACATED TENANT ACCOUNT RECEIVABLES (TARs) IN THE AMOUNT OF $328,700.12 FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2005

Charles Francis, Administrator of Finance explained that the last time he was before the Commission, Finance was preparing for its annual audit process. A check list is prepared of procedures and documents that must be produced. Under the HUD guidelines, the SFHA Commission has to approve the annual write-off of tenant account receivables that are not likely to be collected from tenants that have vacated SFHA properties. Mr. Francis stated that the Commission's approval would allow the SFHA to write-off the vacated tenant accounts

receivables for the period of 2004 – 2005. This year's amount is $103,515.51 lower than last year's amount. This represents 2.13% of rental income, also less than last year. Each year the SFHA is getting better at collecting rent. Mr. Francis said that the Authority actively pursues collecting amounts included in the write-offs throughout the year. The Finance department is also actively trying to raise the PHAS score and the approval of this resolution would allow the SFHA to conform to HUD guidelines and generally accepted accounting principles, and the Authority would score 3.13 out of a maximum of 4.5 points for this category in the PHAS scoring. Without the write-off, the SFHA would only score 2.62 points. Mr. Francis recommended approval of the resolution.

Commissioner Woodruff asked if Mr. Francis had a break down of evictions, deceased, abandoned units, or those that had found other housing. Mr. Francis answered yes and it would be provided at the next meeting.

Vice President Smith asked if a person is deceased and the family wishes to obtain the deposit, how is that administered. Ms. Boyd said that she would provide that information with the eviction break down at the next Commission meeting. Ms. Boyd added that any monies owed would be credited back to the family through a process. Vice President Smith asked what happens if the unit is damaged. Ms. Boyd answered that fees are assessed and deducted from the security deposit. Mr. Fortner added that a lot of what is written off is damage and not just rent.

Commissioner Woodruff moved to approve Resolution No. 5233. Commissioner A. Brown seconded the motion. The motion to approve Resolution No. 5233 was unanimously passed.

Resolution No. 5234

(B) RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEIGHBORHOOD REPRESENTATIVE TO THE PLAZA EAST HOUSING CORPORATION BOARD OF DIRECTORS

Juan Monsanto, Manager of Planning and Program Development presented the resolution. Mr. Monsanto explained that there is a housing corporation for Plaza East, Bernal Dwellings, and Hayes Valley sites. The corporations assist in the management of these HOPE VI sites. The bylaws detail how the board of directors of each organization should be run and in this case it provides for a seven-member board of directors. Currently, the neighborhood representative position is vacant. The Plaza East Housing Corporation requires that the Commissioners select and appoint the representative. The resolution requests that the Commission appoints Ms. Brittney Doyle as the neighborhood representative. The tenant association and residents were consulted for options. The President of the Tenant's Association, Martha Hollins submitted a letter supporting the recommendation of Brittney Doyle. Ms. Doyle is the Program Director of the Western Addition Multicultural Family Resource Center. Mr. Monsanto gave the Commission a brief synopsis of the organization's purpose and impact in the community. Mr. Monsanto stated that staff recommended the approval of the resolution and thought Ms. Doyle to be an outstanding asset to the Plaza East Housing Corporation and the SFHA as a whole.

Ms. Doyle addressed the Commission and stated that her organization helps families in need in the Western Addition. Ms. Doyle said that she would be an asset in bridging the resources from her agency to the SFHA residents and report on what is happening in the area.

Commissioner Palega moved to approve Resolution No. 5234. Commissioner A. Brown seconded the motion. The motion to approve Resolution No. 5234 was unanimously passed.

Resolution No. 5235

(C) RESOLUTION AUTHORIZING THE EXECUTION OF AN INSURANCE POLICY WITH AND PAYMENT TO THE UNIGARD INSURANCE COMPANY FOR FLEET INSURANCE COVERAGE FOR FISCAL YEAR 2005-2006 IN AN AMOUNT NOT TO EXCEED $200,384

Tim Larsen, Attorney in the Office of General Counsel presented the resolution. Mr. Larsen stated that the SFHA currently has insurance on its fleet vehicles through Unigard that is set to expire on October 31, 2005. On September 7, 2005, the Office of General Counsel began the solicitation process. Notices were sent to thirteen brokers advising that the SFHA was interested in insurance. Additional advertisement was on the San Francisco Purchasing Department website and the SFHA contract and procurement website. One quote was received from Brown and Brown insurance. Mr. Larsen listed the coverages offered in the quote. The objective of the resolution was to provide coverage for the SFHA at $19,328 less than the previous year and almost $50,000 less than the year before that. The Authority benefits by protecting its assets and in turn is able to provide decent, safe, and sanitary housing for the public. Mr. Larsen said that staff recommended approval of the agenda.

Commissioner Palega asked how many claims there were last year. Mr. Larsen answered that the SFHA averages about twelve in a year and that includes accidents caused by other people. About 30% of the claims are the fault of SFHA employees and most accidents are minor. Only one accident resulted in a lawsuit over the last year.

Mr. Fortner asked how many vehicles are covered. Mr. Larsen answered 202.

Commissioner Palega asked of the 30%, how many employees were out on worker's compensation due to the accident. Mr. Larsen wasn't sure and Mr. Fortner said that the information would be provided.

Commissioner A. Brown moved to approve Resolution No. 5235. Commissioner Palega seconded the motion. The motion to approve Resolution No. 5235 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

*Jackie Sachs* provided information about Neighborhood Emergency Response Teams (NERT) and advised that the SFHA get all of its residents trained by this organization to know what to do in case of an earthquake.

*Elisha Johnson* spoke about the recent eviction of Naomi Pugh and asked that the SFHA overturn it. Mr. Johnson said that the only crime Ms. Pugh committed was getting old and senile.

Commissioner A. Brown asked for the procedure to get more information about the Naomi Pugh case. Mr. Fortner answered that it would be provided, but was confidential.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner Palega stated that some of his mail had been opened before he got it. Mr. Fortner asked if the other Commissioners had the same experience. Mr. Fortner said that staff would make sure that the Commission's mail was not opened before it reached them.

14. ADJOURNMENT

There being no further business to come before the Commission, Vice President Smith adjourned the regularly scheduled meeting of October 27, 2005, at 5:23 p.m.

Gregg Fortner, Secretary/Executive Director

Betty J. Smith, Vice President

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